DOCUMENT RESUME

ED 337 984 EC 300 726

AUTHOR	Means, Bob L.
TITLE	Job Application Training.
INSTITUTION	Arkansas Univ., Fayetteville. Research and Training Center in Vocational Rehabilitation.
SPONS AGENCY	National Inst. on Disability and Rehabilitation Research (ED/OSERS), Washington, DC.
PUB DATE	89
CONTRACT	G0083C0010
NOTE	141p.; For a related document, see ED 313 875. Sample application forms include handwriting.
AVAILABLE FROM	Publications Department, Arkansas Research & Training Center in Vocational Rehabilitation, P.O. Box 1358, Hot Springs, AR 71902 ($8.50, #51-1494).
PUB TYPE	Guides - Classroom Use - Teaching Guides (For Teacher) (052) -- Guides - Classroom Use - Instructional Materials (For Learner) (051)
EDRS PRICE	MF01/PC06 Plus Postage.
DESCRIPTORS	Adolescents; Adults; *Disabilities; Employment Potential; Intervention; *Job Application; Records (Forms); *Training; Vocational Evaluation

ABSTRACT

This job application training package was developed as part of a comprehensive employability assessment and intervention program. The package is designed to train participants who have significant deficits in completing job applications but have basic reading and writing skills. The training package prepares participants to make a favorable impression with their job application form. Primary areas addressed in the training are: (1) understanding the employer's point of view; (2) using information to create a positive response; (3) delivery considerations such as neatness, spelling, and completeness; and (4) special considerations relative to disability presentation. The package contains sections on basic personal information, education/training/skills, employment history, physical record, and references. Participants assess their related strengths and deficits, plan activities that will improve their job application performance, and prepare a personal data sheet. Participants are involved in the scoring of others' application forms and have numerous opportunities to upgrade their job application presentations. The small group training is based on a fantasy game and is felt to be entertaining for participants. An appendix contains sample forms and examples of completed forms. (JDD)

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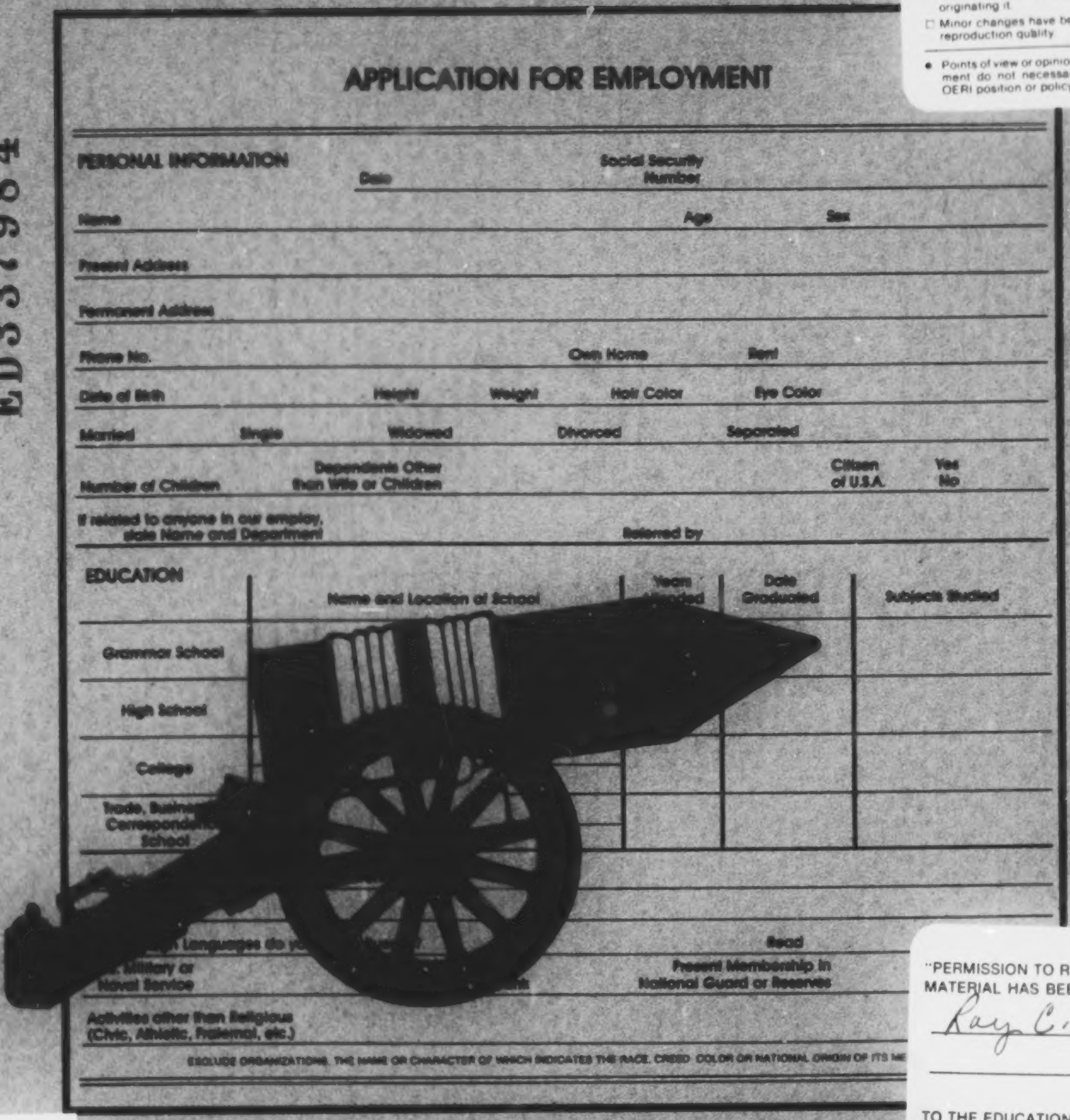

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date Social Security Number

Name Age Sex

Present Address

Permanent Address

Phone No. Own Home Rent

Date of Birth Height Weight Hair Color Eye Color

Married Single Widowed Divorced Separated

Number of Children Dependents Other than Wife or Children Citizen of U.S.A. Yes No

If related to anyone in our employ, state Name and Department Referred by

EDUCATION	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School				
High School				
College				
Trade, Busine Correspondenc School				

Languages do yo Read

Military or Naval Service nk Present Membership in National Guard or Reserves

Activities other than Religious (Civic, Athletic, Fraternal, etc.)

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS ME

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Job Application Training

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Published By

Arkansas Research & Training Center
in Vocational Rehabilitation

Design & Production

Media and Publications Section

Job Application Training

Bob L. Means

1989

Arkansas Research & Training Center in Vocational Rehabilitation

University of Arkansas at Fayetteville
Arkansas Rehabilitation Services

The contents of this publication were developed under a research and training center grant (G0083C0010) from the National Institute on Disability and Rehabilitation Research, Office of Special Education and Rehabilitative Services, Department of Education, Washington, D.C. 20202. However, these contents do not necessarily represent the policy of that agency, and you should not assume endorsement by the Federal Government.

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Foreword

This job application training package was developed as a part of a comprehensive employability assessment and intervention program developed by the Arkansas Research and Training Center in Vocational Rehabilitation (ARTC-VR) and funded by the National Institute on Disability and Rehabilitation Research. It is recommended that this intervention be used in conjunction with other components of the comprehensive employability program. It is especially important that this training be provided on the basis of accurate assessment data. The package entitled "Assessment of Job Application and Employment Interview Skills for Job Seekers with Disabilities: Assessor's Manual" (Hinman, Means, Parkerson, & Odendahl, 1988) was developed for that purpose and is the companion assessment procedure for this package. It would be easy to use in conjunction with this package and it is recommended. Additional information on this package and all other products of the ARTC-VR can be requested from the Director of Training, P. O. Box 1358, Hot Springs, Arkansas 71902.

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Acknowledgment

The author gratefully acknowledges the many and varied contributions of Janice Davis, who ably put this package together with a word processor and more importantly played a major role in filling in the gaps during the production of the package. She attended the early developmental programs, provided helpful critique and input, completed and scored a multitude of example job application forms used in this program, and generally did what was needed to be done to complete this program--my many thanks for helping above and beyond. Sincere appreciation is also expressed to Sandy Parkerson, Ruth Gullett, Fred McLain and the many students of the Hot Springs Rehabilitation Center who participated in this program as it was being developed and influenced its direction.

Bob L. Means

Introduction for the Trainer

Purpose of Training

The Job Application Training (JAT) package prepares participants to make a favorable impression with their job application form (JAF). Primary areas addressed in the training are 1) understanding the employer's point of view, 2) using information to create a positive response, 3) delivery considerations (i.e., neatness, spelling, completeness, etc.) and 4) special consideration relative to disability presentation. Participants are involved in the scoring of others' application forms and have numerous opportunities to upgrade their JAF presentations. As a part of the program, participants assess their related strengths and deficits, plan activities which will improve their job application performance and prepare a personal data sheet. The small group training is based on a fantasy game and tends to be entertaining for participants.

Although this training program is designed to increase participants' job application performance, it should be noted that in some respects this program only creates awareness of skill deficits and, hopefully, leads participants to set goals for skill development. Many of the skills related to successfully completing the JAF are beyond the scope of this training program. Consider the person who does not write neatly and/or legibly. If the person has the capability of writing neatly and legibly, the program should serve to create the awareness of the advantages of doing so. But, if the person is incapable of writing neatly and/or legibly, it may take significant effort to remediate these deficits. Similar examples could be given in the areas of literacy level, completion time, following directions and writing within space provided. Consequently, you as the instructor must consider the reasonableness of the instructional objectives relative to preparing the person to successfully complete the JAF. Completing a JAF without flaw is only one step toward securing employment. Even with the investment of significant resources some people would never be able to make a good impression with their JAF. Therefore, consider more reasonable alternatives when it does not appear feasible to train the person to successfully complete the JAF.

Preparing to Serve as Trainer

The trainer's instructions and notes contained in this manual are relatively specific. Most professionals experienced in small group instructional programs will have little difficulty in successfully conducting the program after studying this manual. Although not necessary, it is helpful to attend a training program designed to prepare trainers in the use of this program. Programs to prepare practitioners to present this program are available through the Arkansas Research and Training Center in Vocational Rehabilitation. To receive program information, write the Director of Training, P. O. Box 1358, Hot Springs, Arkansas 71902.

Class Size

An ideal class size for most trainers contains nine to thirteen participants. Fewer than six and more than fifteen would usually detract from program success.

Program Length

The length of the program will vary in response to a number of factors, especially the size of the group as some of the reports are individual. With nine participants, program time is six and one-half to seven hours. A group of 15 participants should be able to complete the program activities in eight hours if a brisk program pace is maintained.

Triads

Many of the program activities are carried out in triads. You should attempt to compose the triads to allow for equal skill in conducting and reporting triad activities. The early part of the program (prior to the composition of the triads) usually provides sufficient assessment opportunities so that you can select the participants with the better verbal and reading skills to ensure that every triad has a helper in these respects. If formal assessment data is available to you, IQ and literacy levels can be used in selecting triads. Coeducational groups are also preferable.

Selection of Participants

Persons participating in this training should be those with significant deficits in completing the JAF. If students have demonstrated general competence in JAF skills with only a specific mistake or two, it would (in most instances) be more economical to simply instruct the student in a brief one-on-one session. The second major consideration in the selection of trainees is literacy level. To successfully complete a JAF, it is necessary to have basic reading and writing skills. Although the program may improve specific reading and writing skills related to JAF performance via practice effect and the learning of terminology typically associated with JAFs, the program does not teach participants to read and write. Although a strict cut-off point cannot be given with confidence, practitioners who have utilized this package question the potential of students with less than a sixth-grade reading level to successfully complete a JAF. But, many students below this tested level with good learning potential have learned to produce good JAFs. The person selecting program participants should be sensitive to this selection consideration.

Classroom and Physical Arrangements

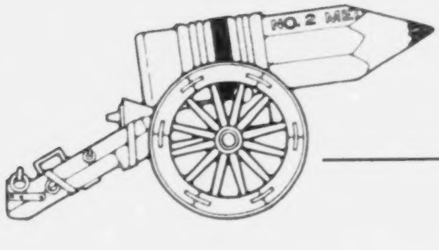
The program should be conducted in a room which will accommodate the group comfortably. The room should be located where the group will not be disturbed. Chairs and some type of writing surfaces are necessary (lap boards or books will suffice). Be sure the chairs can be easily moved so the group can divide into triads when necessary. All the materials in the following list should be available prior to the start of the program.

Training Materials

* Name tags
* Clock or stopwatch
* Supply of pencils with eraser
* Paper
* Large flip chart and markers
* Tape
* One set of the handouts series contained in the Appendix of this manual for one-third the number of participants in the program (i.e., participants will work with the handouts in triads).
* Two copies of the Personal Data Sheet for each participant
* Blank JAFs (2 per participant)
* Checks in the amount of $10 million made out to each participant
* JAT trainer's manual
* Program and instructor evaluation forms

Manual Format

In the following section the guidelines for conducting the program will be found on the left page. On the right page, notes relative to program activities are presented. Key words of the guidelines are in bold type to lessen the need for reading.



Part One

Program Introduction

Brief Introduction

1. Briefly **introduce yourself** (name, work role).

2. **Introduce** the **purpose** of the JAT program. Make the following points:

   a. Almost all **employers use JAFs** or some sort of screening process.
   b. **First impressions** are made through JAFS; they can determine whether or not you will be interviewed.
   c. **Preparing** needed information **ahead** of time speeds the process of filling out the JAF and **reflects positive traits** (e.g., organization, efficiency, promptness, eagerness).

Activity: Warm-up

* Make the following points:

1. As we will be working together, it will be helpful to get to **know each other** a little better.
2. To help us get to know each other, we will all give a description of our "**ideal job**" and/or our "**ideal spouse**" (wife or husband).

* Give participants three minutes to plan this report. Instructor models by addressing both job and spouse.
* Each participant reports.

Introducing the Game

1. Rather than just lecturing about job seeking skills state that you would like to play a game. Explain that the intent is to **apply the training** lessons **to a "pretend" situation.**

2. To stimulate the group's interest, state that **each participant will receive a $10 million check** for attending this class.

3. Continue by suggesting that if everyone plays the game well, the checks may be presented at the end of the program.

Activity: Plan for Spending the Money

* **Divide** the class **into** the predetermined **triads.**
* Allow 10 minutes for triads to **discuss and plan** what they intend to do with their fortunes.
* **Model** by expressing what you would do with your wealth.
* Ask **each participant** to **report** their plans to the group.

Brief Introduction

1. As the participants enter the training area give each a name tag and provide a dark magic marker for writing. Have your name tag on. Try to stay with first names.

2. The brief introduction should last no more than one minute. Don't condition the group to passively listen.

Activity: Warm-up

- * Make your report interesting and provide some detail. If you are too brief and superficial, the participants will do the same.
- * This is your first, and an important, opportunity to set a positive group atmosphere. Facilitate the group to be lively and reinforcing. After each participant finishes his/her report applaud and prompt group to applaud.
- * If a participant is too brief, ask a few questions to help the person express her/himself.
- * As the group reports, evaluate the intellectual level and verbal skills of group members so you can place them in triads which are comparable.

Introducing the Game

1. Keep the program lively--be as entertaining as you can.

2. Pitch to the group level of intellect.

Activity: Plan for Spending the Money

- * Divide the group into triads according to your previous assessment. You may simply say "You, you and you are exhaulted Group I, please form here," or count off or whatever method will get them sorted out into comparable groups.
- * If you don't have equal groups of three, use some groups of four rather than two. Again, if you have participants who are uncomfortable with speaking in front of the group and/or are too brief, ask a few pertinent questions.
- * Do a good job of modeling.

Activity: Specify Characteristics of Helper

- Explain that there is a **string attached** concerning their receipt of the money.

- Each person must **hire a personal attendant** to assist them in their affairs and generally serve as their helping hand. Propose that this assistant could also be a companion as well as a helper.

- Instruct the students to **develop**, within their triads, **a list of general personal characteristics** that they would hope to find in their helper.

- Emphasize that at this point they should only be concerned with personal characteristics (e.g., honest, pleasant behavior), and to ignore specific occupational skills.

- Hand out paper and instruct them to **make the list**.

- Allow eight minutes for the triads to list as many characteristics as possible.

- Unobtrusively **observe and consult** with the triads to ensure that they clearly understand and are producing general personal characteristics.

- In rotation ask the triads to **report** one characteristic at a time while you **list** on a flip chart.

Activity: Specify Characteristics of Helper

- * Be sure that participants understand you want a list of general personal characteristics and not specific occupational skills like "flying an airplane." If they give any specific occupational skills during the report, correct and explain again.
- * As the triads report, be very reinforcing by saying "There's a good one!" or some similar comment.
- * Have the group applaud at least a few times throughout the reports.
- * An amount of time is specified for each triad activity, but you may adjust the time as needed. The major considerations are not to let participants become bored and to keep the program moving.

Instructor's Aid

Some general personal characteristics most employers look for, and that you would expect the triads to identify, are listed below. To the right of each characteristic is a question you could ask to prompt its identification should the participants fail to identify the trait. It is not necessary that they identify each characteristic on this list as long as they identify eight or more acceptable characteristics. Write on the flip chart the responses that the group generally agrees on as needed characteristics. If the triads come up with any illegal/discriminatory factors such as race, religion, national origin, etc., allow it at this point. Display the chart where the group can refer to it throughout the training.

Characteristic	Prompt
1. Honest/ bondable/ trustworthy	Would you want someone who would steal from you? Will you be sharing information with this person that you would like to keep confidential?
2. Clean/well groomed	Would you want to hire someone who had an offensive odor and/or who seemed unconcerned with his/her outward appearance? How would you expect your assistant to dress?
3. Intelligent	Would you need an employee who could not follow basic instructions or make commonsense judgments?
4. Read/write/ spell	Would you want to hire someone whom you could instruct by a note and/or who could sort through your mail for you? What level of education would this job require?

5. Work experience	Would you want to hire someone who had not worked before or could not give an employment reference of any kind?
6. Considerate/ nice/ respectful	Since the attendent will be handling a lot of your affairs, what kind of personality would he/she need to have? Would you want a grouchy, negative person for this position?
7. Good general health	Would you want to hire someone who talked a lot about illnesses or suggested that they expected to have a lot of health problems?
8. Positive attitude/ good personality	Would you want a helper who grumbled and complained every time you assigned a task?
9. Dependable	Would you want to hire someone who would be late for work or that you could not depend on to be there at all?
10. Organized	Since you'll probably be traveling a lot, wouldn't you need a hand in arranging hotel reservations, airline tickets, etc., so you wouldn't have to worry about these things? Wouldn't you want someone who did tidy work and kept your affairs in order?
11. Loyalty/ devotion	Would you want someone who felt obligated to do a good job and felt a duty to you and the job?

Summary

Now we know what general type of person we are wanting to hire. Summarize from the list that the group produced. Example: The "type" of person we are looking for is clean, gets along well with others, wants to work, has common sense, and is dependable.

Activity: Deciding to use a Job Application Form

- Inform the group that once they advertise for a personal attendant they can **expect 1,000 people to apply** because several local factories have just closed.
- The task is to **find** the best **person** for the job **without interviewing** 1,000 people.
- Explain that they would not want to spend time interviewing all applicants, because it would interfere with their plans to travel to different countries to taste local foods.
- Ask the triads to **discuss** among themselves and prepare to report how they could save time in this process. Allow two minutes for their deliberation.
- Have triads **report**.

Mini-Lecture: Job Application Form

1. Make the following points:

   a. **Most businesses** of any size **use** some sort of **JAF**.
   b. It is a **time-saving technique**.
   c. Most JAFs include **five major areas**. As we will be developing questions for our JAF, to save time we will organize some of our questions into these areas:

Basic Personal Information
Education/Training/Skills
Employment History
Physical Record
References

2. Prepare five large flip chart sheets with heading of the above areas and display them in view of the group.

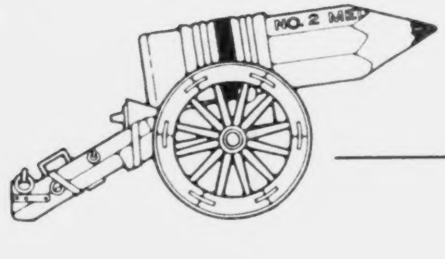
Notes.......Notes.......Notes.......Notes.......Notes.......Notes.......Notes.......Notes

Activity: Deciding to use the Job Application Form

- * As the triads are discussing, it is a good idea to check the triads' progress to ensure that they are arriving at the right conclusions. If not, give a few hints.

- * Hopefully, each group will arrive at the decision to use a JAF. If not, help the group to come to this decision as it is critical to the program process.

- * Usually the first triad will identify the JAF as the preferred screening tool. If so, simply ask the other triads if they agree.



Part Two

Basic Personal Information

Activity: Develop Basic Personal Information Questions

- Instruct each triad to **develop a list of questions** that they would want to ask for the Basic Personal Information categories of the JAF and be prepared to **give the reason** for asking each question.

- **Remind** triads that they are not looking for education, work history or information that would fit better in the other categories.

- **Emphasize** that it is basic personal or identifying information and give the example, "name."

- Allow 10 minutes for this activity.

Report - Basic Personal Information

- **Request** the input from the participants for the **Personal Information** category. Ask for one question from each triad and rotate.

- As the triads provide their input, **list** on the flip chart.

- For each question you list, have the triad **state the reason** they would ask the question.

Activity: Develop Basic Personal Information Questions

Visit with triads during the activity and support as needed.

Report - Basic Personal Information

Throughout this activity, you will attempt to achieve three objectives. They are:

1. **Get appropriate questions on the list.**

Note: If participants do not include an important question that should be on the form, prompt them to arrive at the question.

Example: In the instance that they do not request a permanent address, ask, "Let's say we have applications from some good people that we might be interested in for some other types of work in the future. We know where these people live right now, but we also know they are seeking employment and may move. What could we include on the form to make it easier to find these people in the future?"

2. **Explain why the question/information is on JAF.**

Note: As the group members give their reasons for asking the questions, reinforce their efforts and reiterate and expand their reasons as necessary to make clear the rationale for the question being on the JAF.

Example: The first triad gives "name" as an item that should be under personal information and states, "You've got to know who they are," as their reason for including the item. An appropriate response would be: "Very good! If someone applies for our job and we don't know who the person is, we couldn't get in contact with the person to talk to them."

3. **Make sure everyone understands the meaning of the words.**

Note: Be sensitive to the needs and skills of the group members relative to their understanding of the terms.

Example: To include "permanent address" you could respond, "Good, if we have an address where the person's parents or someone else lives that would always know how to contact the person, which is what a permanent address is, that would be helpful."

Items often found on JAF for which there may not be a justifiable nondiscriminatory reason for asking are listed below:

* Own Home or Rent
* Date of Birth
* Marital Status
* Number of Children
* Race
* Sex
* Religion
* Police Record
* Physical/Mental Health History

If the group gives any of these and can provide some rationale for the item, allow it at this point.

Instructor's Aid

The list below represents prime items typically found on the personal information section of JAFs. Below each item is a reason/rationale for the item and a prompt that can be used to solicit the item.

Full name

* To be able to contact the person
* Is helpful when checking with previous employers and references. The previous employer could be a large factory/corporation where it would be possible to have employed people with very similar names (e.g., John Allen Smith and Jack Allen Smith).

Prompt: As we look through the JAFs, how do we distinguish one application from another?

Phone number

* Needed to contact applicant
* Helpful in identifying the applicant

Prompt: What would be the fastest and easiest way to contact applicants to get them to come in for an interview?

Social Security number

* Is your prime legal identifier

Prompt: What form of identification do all working people have that is their own that no one else has?

Present address

* May be needed in order to contact for interview if no telephone number is given
* May be needed to get telephone area code

Prompt: How could you contact someone who didn't list a telephone number?

Permanent address

* If the applicant is not hired for this job, the employer may wish to contact him/her for a future position. It would be helpful to know how to contact the person.

Prompt: People who are looking for jobs can be expected to move a lot and change phone numbers. What if we want to contact one of these people a couple of months from now?

Citizen of USA

* Against federal laws to hire illegal alliens

Prompt: How would you know if a person is an illegal allien?

Activity: Instructions for Personal Information Review

- Explain that they are to **pretend** that the **JAF has been completed**, and it has been administered to about 900 people. Now we have the chance to review them to find our helper. Explain that we will **look at each section individually** rather than at the total JAF.
- **Hand out Series H-1** which contain only the personal information section of the JAF. Each triad should receive one complete copy of the H-1 applications.
- **Review** the **applications** one at a time as a group. The objective is to determine whether or not to interview the applicant. Have triads, in rotation, justify why they chose to keep or discard applications relative to the list of personal characteristics that they came up with earlier or other factors they may think of while reviewing.

Notes.......Notes.......Notes.......Notes.......Notes.......Notes.......Notes.......Notes

Activity: Instruction for Personal Information Review

- * Have the list of desirable personal characteristics displayed where the participants can see it.
- * If the group takes the position that we might eliminate a good person based only on a bad JAF, explain that we could take that position on each and every JAF but we've decided we do not want to interview a thousand people.
- * In the following section the H1 series is presented and mistakes are listed. It may be helpful for you to highlight the mistakes.
- * As the groups justify why they would keep or throw out the JAF, it is fine if they justify in characteristics that are not on the list. You may add characteristics to the list.

Examples......Examples......Examples......Examples......Examples......Examples

In the following, copies of the H1 examples are presented. The mistakes are noted. Personal characteristics which are suggested by the performance are also noted.

1. **PERSONAL INFORMATION**

Date 7-11-87 Social Security Number 212-38-4614
Name Thomas Belton E. Age 18 Sex M
Present Address 5400 Stratemyer Dr. Lakeside FL
Permanent Address c/o Roberta Dillard 501 E. Robinson St. Norman, OK
Phone No. [✓ Own Home] Rent
Date of Birth Height 5'8" Weight 175 Hair Color Br Eye Color Gr
[✓ Married] Single Widowed [✓ Divorced] Separated
Number of Children None Dependents Other than Wife or Children None Citizen of U.S.A. Yes X No
If related to anyone in out employ, state Name and Department —— Referred by ——

Mistakes

- * Phone number not listed
- * Date of birth not listed
- * Circled both married and divorced

Personal Characteristics Suggested

- * Doesn't want to be contacted?
- * Careless?
- * Doesn't figure things out well?

Points to Emphasize

1. Could have given someone's phone number (e.g., friend, relative, etc.) even if he did not have a phone.
2. Although his birth date may not make a difference in terms of doing the job and he may have left it off for that purpose, the person reviewing the JAF will score it as an omission.
3. Explain that although you could have a history including married and divorced status, married and single status, etc., they are asking for current status so only one should be marked.

Examples......Examples......Examples......Examples......Examples......Examples

2. **PERSONAL INFORMATION**

Date 8-24-87 Social Security Number 432-46-6795

Name Samuels Douglas Alvin Age 39 Sex MALE

Present Address P.O. Box 1767 DANVILLE AR

Permanent Address 120 OAKLAWN Hot Springs AR

Phone No. 495-2146 Own Home yes Rent

Date of Birth 3-4-48 Height 5'10" Weight 195 Hair Color Brown Eye Color Green

Married Single Widowed Divorced ✓ Separated

Number of Children 0 Dependents Other than Wife or Children Citizen of U.S.A. Yes ✓ No

If related to anyone in out employ state Name and Department NA Referred by ESD Hot Springs

Mistakes

- No area code
- No mark on "Dependents other..."

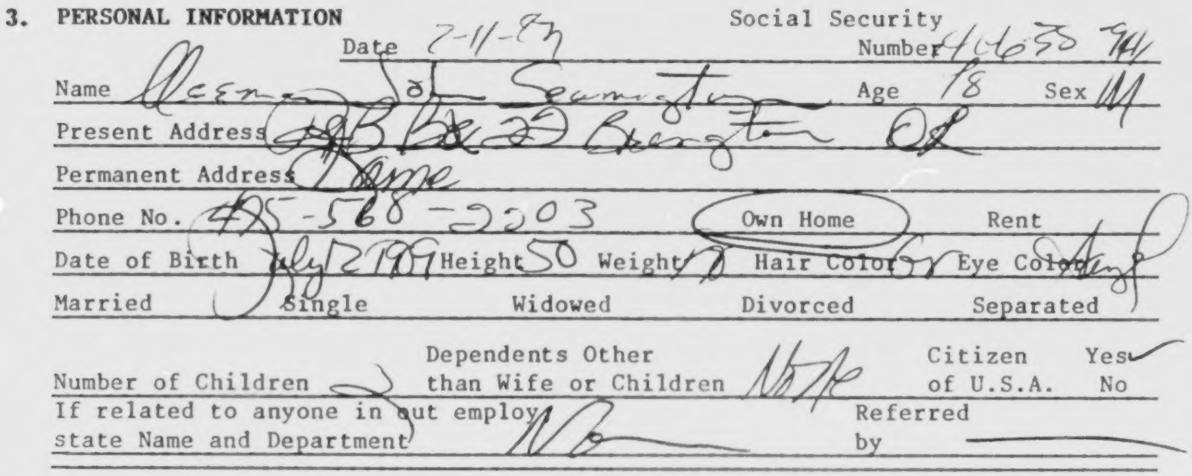
Personal Characteristics Suggested

- Haphazard?
- Rushes through things?

Points to Emphasize

1. Always add an area code to a telephone number.
2. Always put some type of mark on questions so the reviewer will know that you didn't overlook the question or refuse to answer.

Examples......Examples......Examples......Examples......Examples......Examples



3. PERSONAL INFORMATION

Date 7-11-87 Social Security Number 40658 941

Name [illegible] John [illegible] Age 18 Sex M

Present Address [illegible] Box 22 [illegible] OK

Permanent Address Same

Phone No. [illegible]5-568-2203 [✓ Own Home] Rent

Date of Birth July 12 19[illegible] Height 50 Weight [illegible] Hair Color [illegible] Eye Color [illegible]

Married Single Widowed Divorced Separated

Number of Children [illegible] Dependents Other than Wife or Children None Citizen of U.S.A. Yes ✓ No

If related to anyone in out employ, state Name and Department No Referred by ——

Mistakes

* Illegible

Personal Characteristics Suggested

* Sloppy?

Point to Emphasize

An employer would not choose to waste her/his time on a JAF that is unreadable.

Examples......Examples......Examples......Examples......Examples......Examples

4. **PERSONAL INFORMATION**

Date 7-11-87 Social Security Number 338-97-4411

Name Nohaire Jachob John Age 40 Sex Male

Present Address 2811 Lee St. Allenville, Ar.

Permanent Address Rt. 1 Box 261 Allenville Ar

Phone No. 501-938-4440 Own Home Rent X

Date of Birth 11-26-47 AD Height 5'8" Weight 130 Hair Color Br Eye Color Bl

Married X Single Widowed Divorced Separated

Number of Children 7 Dependents Other than Wife or Children None Citizen of U.S.A. Yes ✓ No

If related to anyone in out employ, state Name and Department We are all the Children of God Referred by Brother John Dodd

Mistakes

- * A little heavy on the religious flavor

Personal Characteristics Suggested

- * Suggests he might continually bring religion to bear on tasks and issues?

Point to Emphasize

It is true that we have the freedom to state our religious beliefs; but on a JAF where a person's religion is not questioned and is not relevant, it is probably wise to refrain from expressing those views.

Examples......Examples......Examples......Examples......Examples......Examples

5. PERSONAL INFORMATION

Date 8-24-87 Social Security Number 446-38-4411

Name Anderson Janice Kay Age 40 Sex F

Present Address Sta. A. Box 2749 Durant OK 74701

Permanent Address Rt. B Kingston OK 74701

Phone No. Home 405-920-2003 Work 918-465-2361 Own Home Rent ✓

Date of Birth Sept. 30, 1946 Height 5'7" Weight — Hair Color Br Eye Color Br

Married Single Widowed [✓ Divorced] Separated

Number of Children 1 Dependents Other than Wife or Children None Citizen of U.S.A. Yes ✓ No

If related to anyone in out employ, state Name and Department — Referred by Newspaper ad

Mistakes

* Put check rather than weight

Personal Characteristics Suggested

* Sensitive about weight?

Point to Emphasize

Giving both home and work phone numbers gives a good impression (a little something extra).

Examples......Examples......Examples......Examples......Examples......Examples

6. PERSONAL INFORMATION

Date 7-11-87
Social Security Number 446-38-7331
Name Ashly Stuart (they call me Stud!) Age 15 Sex Very male!
Present Address Route 1, Box 261 Royal Ar
Permanent Address Same.
Phone No. 878-3044 [✓ Own Home] Living w/parents Rent
Date of Birth Sept 20, 1971 Height 5'9" Weight 175 Hair Color Blk Eye Color Bl
Married NO WAY Single You Bet Widowed Divorced Separated
Number of Children ??? Dependents Other than Wife or Children No Citizen of U.S.A. Yes ✓ No
If related to anyone in out employ, state Name and Department No Referred by No

Mistakes

- Sexist
- Out of place humor
- Age 15

Personal Characteristics Suggested

- Loud mouth?
- Might not get along with people?
- Immature?

Point to Emphasize

A JAF is a profile of you and your capabilities and should be given careful thought; therefore, the use of humor and wisecracks would be unwise.

Examples......Examples......Examples......Examples......Examples......Examples

7. PERSONAL INFORMATION

Date 8-27-87 Social Security Number 432-01-3598

Name Wylie Sharon Lee Age 27 Sex F

Present Address 105 Reserve Ave. Hot Springs, AR

Permanent Address 125 Rathwood Donaldson, AR

Phone No. 986-1423 Own Home Rent ✓

Date of Birth 5-12-60 Height 5'7" Weight 120 Hair Color Red Eye Color Green

Married ✓ Single Widowed Divorced Separated

Number of Children 2 Dependents Other than Wife or Children none Citizen of U.S.A. Yes ✓ No

If related to anyone in out employ, state Name and Department ——— Referred by placement Counselor

Mistakes

* None

Point to Emphasize

Neat is nice.

Personal Characteristics Suggested

Examples......Examples......Examples......Examples......Examples......Examples

8. PERSONAL INFORMATION

Date 8-27-87 Social Security Number 490-26-4077
Name Williams Myron Doyle Age 21 Sex MALE
Present Address 227 ELM STREET BENTON, AR 72902
Permanent Address 227 ELM STREET BENTON, AR 72902
Phone No. 501-292-3849 Own Home NO Rent YES
Date of Birth 1-19-66 Height 5'10" Weight 165 Hair Color Brown Eye Color Blue
Married [✓ Single] Widowed Divorced Separated
Number of Children 0 Dependents Other than Wife or Children 0 Citizen of U.S.A. [✓ Yes] No
If related to anyone in out employ, state Name and Department
Referred by INSTRUCTOR

Mistakes

* No mark on "If related to anyone in our employ..."

Personal Characteristics Suggested

* Neat and can follow directions?

Point to Emphasize

If everything else looks real good, a minor mistake is usually overlooked.

Examples......Examples......Examples......Examples......Examples......Examples

9. PERSONAL INFORMATION

Date June 11
Social Security Number Don't have with me
Name Sawyers Darrell Van
Age 27
Sex M
Present Address 2011 Lakeside Drive Star City MN 30302
Permanent Address Same
Phone No. 486-582-1163
Own Home [✓ Rent]
Date of Birth Oct 1, 1960
Height 5'11"
Weight 128
Hair Color B
Eye Color B
Married Single Widowed [✓ Divorced] Separated
Number of Children 2
Dependents Other than Wife or Children —
Citizen of U.S.A. Yes No
If related to anyone in out employ, state Name and Department —
Referred by —

Mistakes

- Little sloppy
- SS#
- "B" for hair & eye color
- "Citizen" not marked
- Date incomplete

Personal Characteristics Suggested

- Doesn't care? Poor writing skills?
- Disorganized (SS#); doesn't think ahead?
- Unmindful?
- Careless or perhaps is not a citizen?
- Inattentive?

Points to Emphasize

1. When the first section of the JAF has so many mistakes, an employer won't waste time reading the rest of the sections.
2. First impressions are made by the JAF.

Examples......Examples......Examples......Examples......Examples......Examples

10. PERSONAL INFORMATION

Date 8-13-87 Social Security Number 493-49-6783

Name Spass · "Bunny" Dolley Age 25 Sex Female

Present Address Apt. 11, 203 Elm St. Bonnersdale, AR 73902

Permanent Address Route 3 Box 71 Fellsville, MISS 23090

Phone No. 767-3838-Call ANYTIME Own Home [✓ Rent]

Date of Birth 8-20-61 Height 5'7' Weight 110 Hair Color Red Eye Color Blue

Married [✓ Single] Very Widowed Divorced Separated

Number of Children NONE Dependents Other than Wife or Children NONE Citizen of U.S.A. Yes ✓ No

If related to anyone in out employ, state Name and Department ✓ Referred by ✓

Mistakes

- * Nickname rather than first name
- * "Anytime" and "Very" Single inappropriate

Personal Characteristics Suggested

- * Flirting?
- * Immature?

Point to Emphasize

Again, unnecessary comments are inappropriate on a JAF.

Examples......Examples......Examples......Examples......Examples......Examples

11. PERSONAL INFORMATION

Date 8-14-87 Social Security Number Don't have one

Name Dale Joe Bob. Age 23 Sex M

Present Address HSRC 115 Reserve Hot Springs, AR 71902

Permanent Address Rt. 1 Box 261 Royal AR 71968

Phone No. 501-624-4411 Own Home Rent School

Date of Birth 3-25-64 Height 5'6" Weight 132 Hair Color Brown Eye Color Greer

Married [✓ Single] Widowed Divorced Separated

Number of Children non Dependents Other than Wife or Children non Citizen of U.S.A. [✓ Yes] No

If related to anyone in out employ, state Name and Department no Referred by —

Mistakes

- * Little sloppy
- * Spelling
- * No SS#

Personal Characteristics Suggested

- * Sloppy person?
- * Poor speller?
- * Unprepared, disorganized?

Points to Emphasize

1. Have a SS# if you are going to apply for a job.
2. If you don't own a home, just check rent.

Examples......Examples......Examples......Examples......Examples......Examples

12. PERSONAL INFORMATION

Date 9-3-87 Social Security Number 32560099

Name Balled JEANNE Age 28 Sex F

Present Address 104 IRONSTONE DR MALVERN, AR

Permanent Address same as above

Phone No. 332-2778 Own Home Rent ✓

Date of Birth 7-3-59 Height 5'6' Weight 130 Hair Color Br Eye Color Green

[✓ Married] Single Widowed Divorced Separated

Number of Children 2 Dependents Other than Wife or Children Citizen of U.S.A. [✓ Yes] No

If related to anyone in out employ, state Name and Department None Referred by friend

Mistakes

- Sloppy
- Markouts
- Left off "Dependents" and "Citizen"

Personal Characteristics Suggested

- Careless?
- Messy?
- Inattentive?

Point to Emphasize

Lack of effort is obvious. Doesn't seem to be trying very hard.

Examples......Examples......Examples......Examples......Examples......Examples

13. PERSONAL INFORMATION

Date 8-31-87 Social Security Number 438-96-8142

Name Lowe Barbara Sue Age 28 Sex F

Present Address 127 South St. Hot Springs, AR 71902

Permanent Address Same

Phone No. 623-8942 Own Home X Rent

Date of Birth 6-3-59 Height 5'6" Weight 124 Hair Color Black Eye Color Green

Married X Single Widowed Divorced Separated

Number of Children 2 Dependents Other than Wife or Children None Citizen of U.S.A. [✓ Yes] No

If related to anyone in out employ, state Name and Department None Referred by Mary Snow

Mistakes

* No area code (minor mistake)

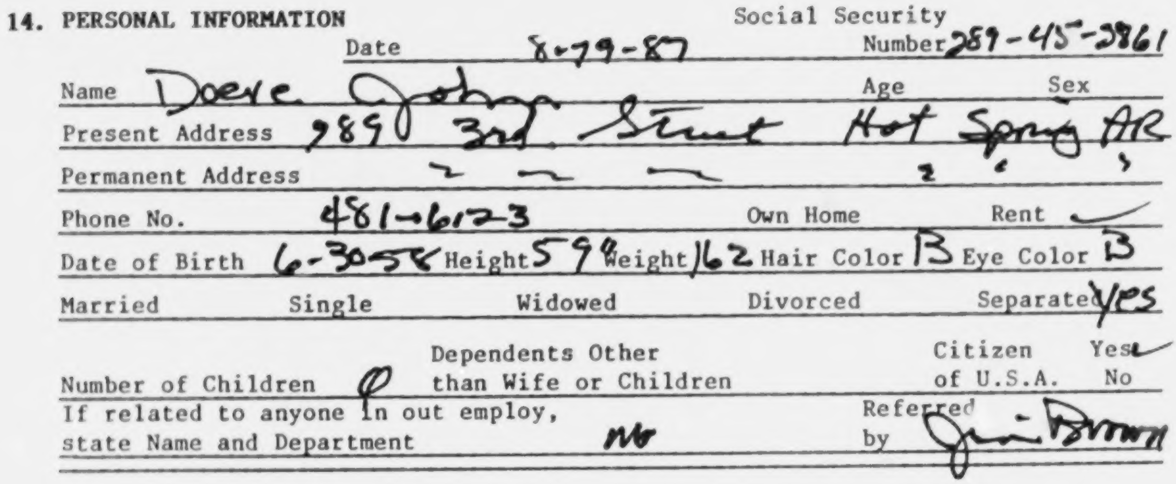
Personal Characteristics Suggested

* Tidy?

Points to Emphasize

1. A neat JAF presents a good picture.
2. Nothing is left to question.

Examples......Examples......Examples......Examples......Examples......Examples



14. PERSONAL INFORMATION

Date 8-29-87 Social Security Number 289-45-2861

Name Doere John Age Sex

Present Address 989 3rd. Street Hot Spring AR

Permanent Address " " " " " "

Phone No. 481-6123 Own Home Rent ✓

Date of Birth 6-30-58 Height 5 9 Weight 162 Hair Color B Eye Color B

Married Single Widowed Divorced Separated Yes

Number of Children 0 Dependents Other than Wife or Children Citizen of U.S.A. Yes ✓ No

If related to anyone in out employ, state Name and Department no Referred by Jim Brown

Mistakes

- Incomplete--dittos & dependents
- Longhand - hard to read

Personal Characteristics Suggested

- Inattentive?
- He thinks his time is more important than yours?

Point to Emphasize

When a JAF is taken lightly and hurried through, it is a waste of both the applicant's and the employer's time.

Examples......Examples......Examples......Examples......Examples......Examples

15. PERSONAL INFORMATION

Date 8-15-87 Social Security Number 321-60 6057

Name Doeeple P. Age 21 Sex Male

Present Address 123 Mysteet Hot Springs, AR

Permanent Address

Phone No. 123-4567 Own Home NO Rent Sure

Date of Birth Height 6' Weight 168 Hair Color Green Eye Color Blue

Married No Way Single You bet! Widowed Divorced Separated

Number of Children ? Dependents Other than Wife or Children NO Citizen of U.S.A. [✓ Yes] No

If related to anyone in out employ, state Name and Department NO Referred by No one

Mistakes

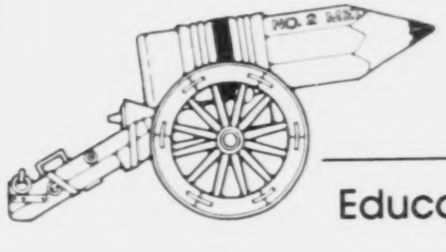
- Incomplete--permanent address, date of birth
- Inappropriate humor

Personal Characteristics Suggested

- Inattentive?
- Immature?

Point to Emphasize

You don't know what someone reviewing applications would find humorous and/or offensive. The JAF is not the place to be funny.



Part Three

Education/Training/Skills Information

Activity: Brother-in-Law Scenario

- Prepare students for this activity by explaining that by the time people came to the mansion to fill out JAFs, you would have begun your safari in Kenya, Africa. Since you would be out of the country, you had arranged for your **brother-in-law** to greet the applicants, pass out the JAFs and tell them that you would call those selected for interviews as soon as you returned.

- Although the brother-in-law is somewhat lazy, he is a good **judge** of **character and appearance**. His thoughts about each applicant would be helpful in deciding which persons to interview, so you asked him to **write** on the top of each application a **note** about anything that caught his attention.

- **Read the comments** (listed on the opposite page) one at a time and **ask the students to decide** whether or not to interview based on the comment as related to the list of general personal characteristics. The list of personal characteristics should still be posted.

Activity: Brother-in-Law Comments

Comment	Indications
Seemed kooky	Could mean anything
Looks like a no-account	Lazy, dirty, disinterested
Messed-up three application forms	Careless, sloppy, indecisive
Friendly person	Good personality, outgoing
Chewed tobacco & spit in cup while filling out form	Bad manners, unthoughtful, uncouth
Seemed interested in job	Wants to work
Took two of our pens	Dishonesty
I know the guy and his family--good people	Worth interviewing
Her mother helped her fill out the form	Dependent, immature, unsure of self
Wore sunglasses all the time	Hiding something, bad manners, stuck on self
Brought personal data sheet with her	Prepared, wants job
Smelled bad	Dirty, unkept, doesn't care
Introduced himself right off, smiled, and took off hat	Good manners, appropriate
Must of had a fight with somebody--jerked around and frowned alot	Bad attitude, inappropriate
Never would look at me--looked down all the time	Shy
Spilled his coffee on form, couldn't sit still	Nervous, anxious, may have not applied for a job before
Took an hour to fill out application	Slow, not prepared
Told me the best joke! Remind to tell you later on!	Could be good or bad

Activity: Develop Education/Training/Skills Information Questions

The training process for the Education/Training/Skills section is the same as the previous section. That is:

* Give **triads** ten minutes to **determine** what **questions** they would ask

* **Triads report** while **instructor lists** questions on flip chart

The three objectives listed on page 17 should be met in this activity.

Instructor's Aid

This is a list of items usually requested on the education section of JAFs. The list includes a reason/rationale for each question and a prompt to solicit the question.

Schools and Training Programs Attended, Years Attended, Date Graduated, Subjects Studied

* Must know if applicant has completed the education required for work tasks

Prompt: What type of education would your personal attendant need? A person could go to a school and not finish, but how could you know that? Let's say that one of our applicants writes down that they went to college--what does that really tell us?

Subjects of Special Study

* Gives an idea of what the person can do that might not be shown in formal education and training
* Sometimes equivalent to work experience
* Required by some jobs

Prompt: Would you like to know what special skills the applicants consider themselves to have?

What foreign languages do you speak fluently? Read? Write?

* Helpful in lots of occupations

Prompt: Wouldn't it be helpful if the person you hire could act as your interpreter in the foreign countries that you'll be visiting?

U.S. Military or Naval service? Rank? Present membership in National Guard or Reserves?

* Service duty usually involves some type of skill development or training.

Prompt: Usually people who were in the armed forces learned some skills and have some type of work experience--would you want to know what it was?

Hobbies or activities other than Religious?

* What a person does in their spare time often reflects skills and interests.

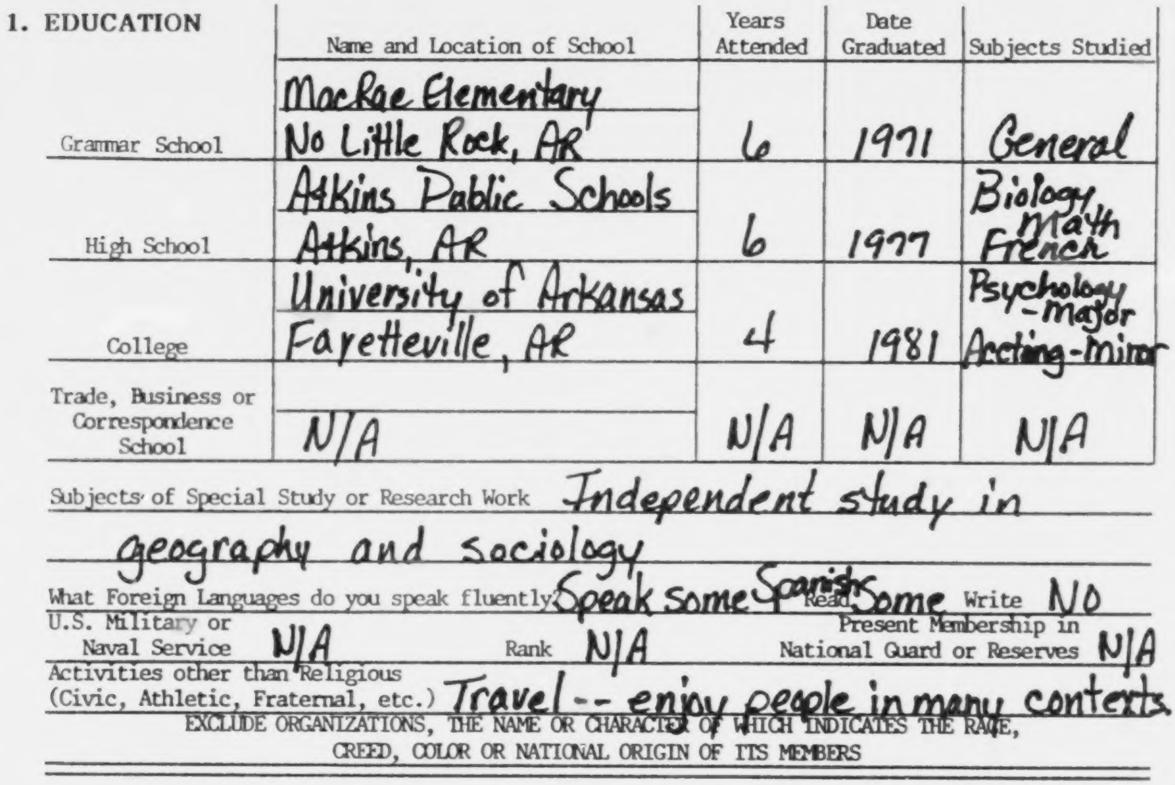
Prompt: This whole section is geared to find out what type work the person is prepared to do. Do you think that what they do as a hobby or in their spare time might suggest this?

Activity: Instructions for Education/Training/Skills Information Review

- **Hand out** the education section of the JAF **(Series H2)**. The triads should receive copies to review as was done for the personal information section.

- Call on **triads** in rotation to **identify** strengths and mistakes, personal **traits** suggested and whether or not to interview.

Examples......Examples......Examples......Examples......Examples......Examples



1. EDUCATION	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	MacRae Elementary No Little Rock, AR	6	1971	General
High School	Atkins Public Schools Atkins, AR	6	1977	Biology, Math French
College	University of Arkansas Fayetteville, AR	4	1981	Psychology - Major Acting-minor
Trade, Business or Correspondence School	N/A	N/A	N/A	N/A

Subjects of Special Study or Research Work Independent study in geography and sociology

What Foreign Languages do you speak fluently: Speak some Spanish Read Some Write NO

U.S. Military or Naval Service N/A Rank N/A Present Membership in National Guard or Reserves N/A

Activities other than Religious (Civic, Athletic, Fraternal, etc.) Travel -- enjoy people in many contexts

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

Mistakes

* None

Personal Characteristics Suggested

* Smart, neat?

Examples......Examples......Examples......Examples......Examples......Examples

2. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	MacRae Elementary North Little Rock, AR	6	1971	General
High School	Atkins High School Atkins, AR	6	1977	Accounting Business
College	University of Arkansas Fayetteville, AR	4	1981	Major-Business Minor-Computer
Trade, Business or Correspondence School	N/A	N/A	N/A	N/A

Subjects of Special Study or Research Work None

What Foreign Languages do you speak fluently? N/A Read N/A Write N/A

U.S. Military or Naval Service N/A Rank N/A Present Membership in National Guard or Reserves N/A

Activities other than Religious (Civic, Athletic, Fraternal, etc.) Softball

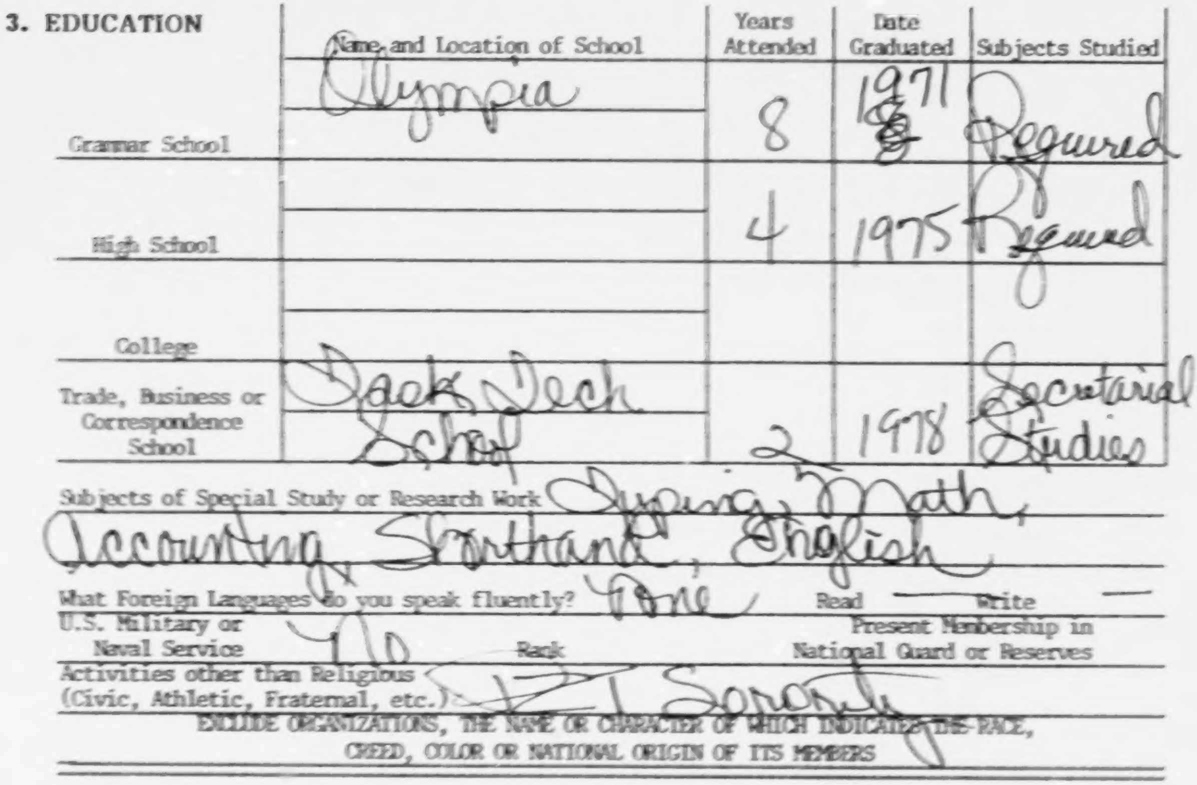
EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

Mistakes

- None

Point to Emphasize: This example and the last example came from twins with highly similar backgrounds. Point out that in the first example the woman tried to figure out what type of skills and interests we would want and wrote her job application in a way that would interest us. The second twin, who had as much justification for the skills and interests as the first twin and could have done the same thing, simply didn't use her background to impress us.

Examples......Examples......Examples......Examples......Examples......Examples



3. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	Olympia	8	1971	Required
High School		4	1975	Required
College				
Trade, Business or Correspondence School	Jack Tech School	2	1978	Secretarial Studies

Subjects of Special Study or Research Work Typing, Math, Accounting, Shorthand, English

What Foreign Languages do you speak fluently? None Read — Write —

U.S. Military or Naval Service No Rank Present Membership in National Guard or Reserves

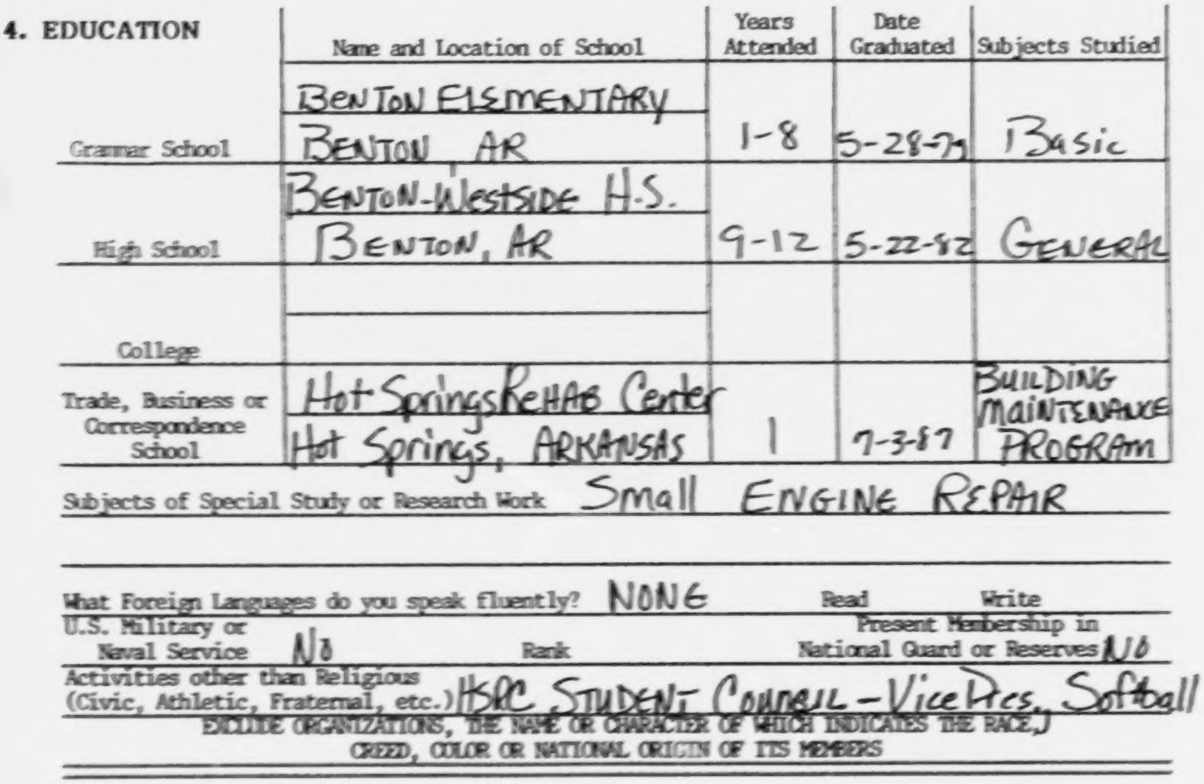
Activities other than Religious (Civic, Athletic, Fraternal, etc.) [illegible] Sorority

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

Mistakes	Personal Characteristics Suggested
* Addresses missing	* Inattentive?
* Sloppy	* Inconsiderate?

Point to Emphasize: The word "Required" for "Subjects Studied" is a good one for elementary and also high school if no particular course of study was emphasized.

Examples......Examples......Examples......Examples......Examples......Examples



4. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	BENTON ELEMENTARY BENTON, AR	1-8	5-28-79	Basic
High School	BENTON-WESTSIDE H.S. BENTON, AR	9-12	5-22-82	GENERAL
College				
Trade, Business or Correspondence School	Hot Springs Rehab Center Hot Springs, ARKANSAS	1	7-3-87	BUILDING MAINTENANCE PROGRAM

Subjects of Special Study or Research Work Small ENGINE REPAIR

What Foreign Languages do you speak fluently? NONE Read Write

U.S. Military or Naval Service NO Rank Present Membership in National Guard or Reserves NO

Activities other than Religious (Civic, Athletic, Fraternal, etc.) HSRC STUDENT COUNCIL - Vice Pres, Softball

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

Mistakes

- Nothing major

Personal Characteristics Suggested

- Organized?

Point to Emphasize: Would have been better if he would have put "none" for college, because as far as the employer can tell he may have forgotten the item.

Examples......Examples......Examples......Examples......Examples......Examples

5. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	OAKLAWN BOYS SCHOOL WESTFALLS, OHIO	8 yrs. 1953 - 1961	May 1961	GENERAL
High School	Hot Springs High School Hot Springs, AR	4 yrs. 1961-1965	May 1965	GENERAL
College	HENDERSON BROWN College Orange Springs, TX	Sept 1965 - May 1969	May 1969	Psychology
Trade, Business or Correspondence School	Body + FENDER REPAIR Quapaw Vo-Tech Hot Spgs.	Aug. 79 - Aug. 80	Aug '80	Body + Fender Repair

Subjects of Special Study or Research Work NONE

What Foreign Languages do you speak fluently? German Read ✓ Write ✓

U.S. Military or Naval Service US. ARMY Rank Captain Present Membership in National Guard or Reserves NO

Activities other than Religious (Civic, Athletic, Fraternal, etc.) NONE

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

Mistakes

- * Should have put either "1 yr." or "Aug. 79 to Aug. 80" for Years Attended on trade school, not both.
- * As he said he speaks German, it would have been better to have put "yes" or "no" in response to "read" and "write."

Personal Characteristics Suggested

- * Thorough, seems organized?

Examples......Examples......Examples......Examples......Examples......Examples

6. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	Pleasant Hill Elementary Pearcy, AR	1965- 1971	May 1971	General
High School	Lake Hamilton High School Pearcy, AR	1971- 1977	May 1979	Business
College	Henderson State University Arkadelphia, AR	1977- 1979	1979, May AA Degree	Secretarial
Trade, Business or Correspondence School	None			

Subjects of Special Study or Research Work Word Processing

What Foreign Languages do you speak fluently? None Read N/A Write N/A

U.S. Military or Naval Service No Rank N/A Present Membership in National Guard or Reserves No

Activities other than Religious (Civic, Athletic, Fraternal, etc.) Jaycettes

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

Mistakes

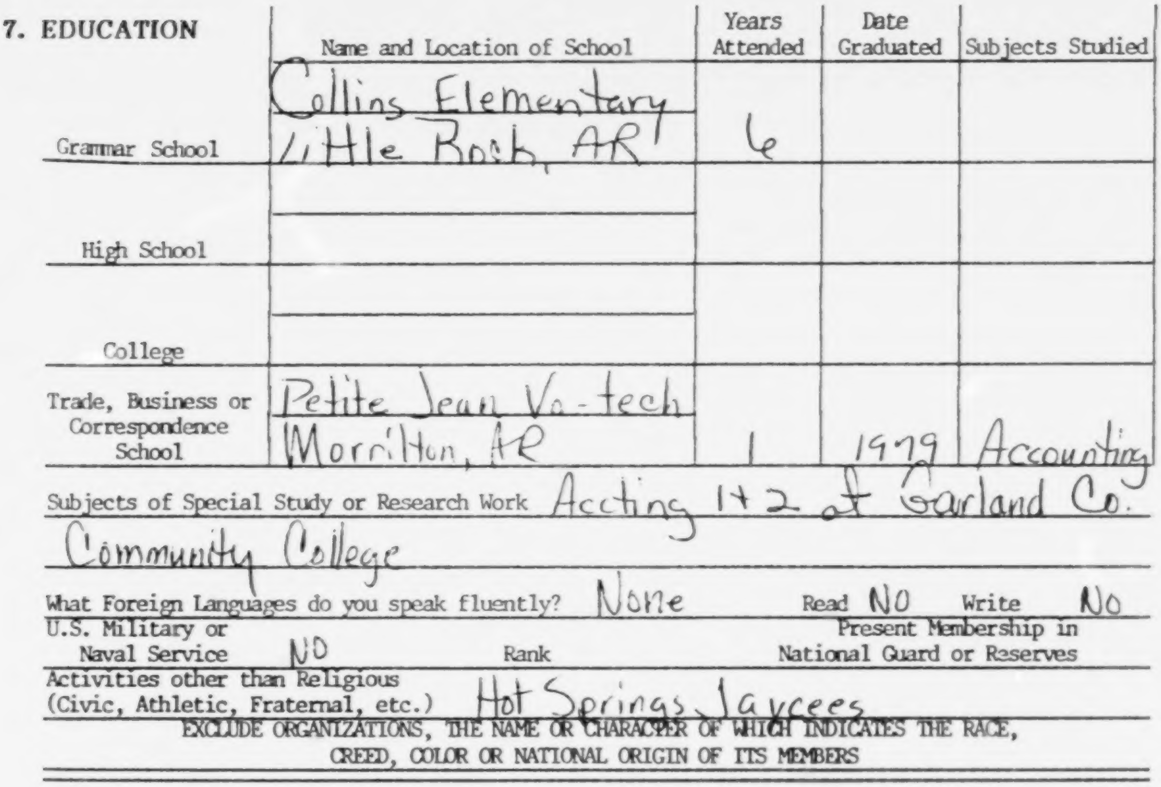
* None

Personal Characteristics Suggested

* Seems prepared?

Point to Emphasize: Good application--all questions answered.

Examples......Examples......Examples......Examples......Examples......Examples



7. EDUCATION	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	Collins Elementary Little Rock, AR	6		
High School				
College				
Trade, Business or Correspondence School	Petite Jean Vo-tech Morrilton, AR	1	1979	Accounting

Subjects of Special Study or Research Work Accting 1+2 at Garland Co. Community College

What Foreign Languages do you speak fluently? None Read NO Write NO

U.S. Military or Naval Service NO Rank Present Membership in National Guard or Reserves

Activities other than Religious (Civic, Athletic, Fraternal, etc.) Hot Springs Jaycees

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

Mistakes	Personal Characteristics Suggested
* Incomplete - High School, education dates & subjects studied	* Lacks attention to detail? * Doesn't follow instructions?

Point to Emphasize: We do not know whether this person did not attend high school and/or college or just did not fill in the blank.

Examples......Examples......Examples......Examples......Examples......Examples

8. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School				
High School	Hector High school Hector, AR	5		
College				
Trade, Business or Correspondence School				

Subjects of Special Study or Research Work Shop

What Foreign Languages do you speak fluently? English Read yes Write yes

U.S. Military or Naval Service Rank Present Membership in National Guard or Reserves

Activities other than Religious (Civic, Athletic, Fraternal, etc.)

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

Mistakes

- Incomplete
- Lists English as foreign language

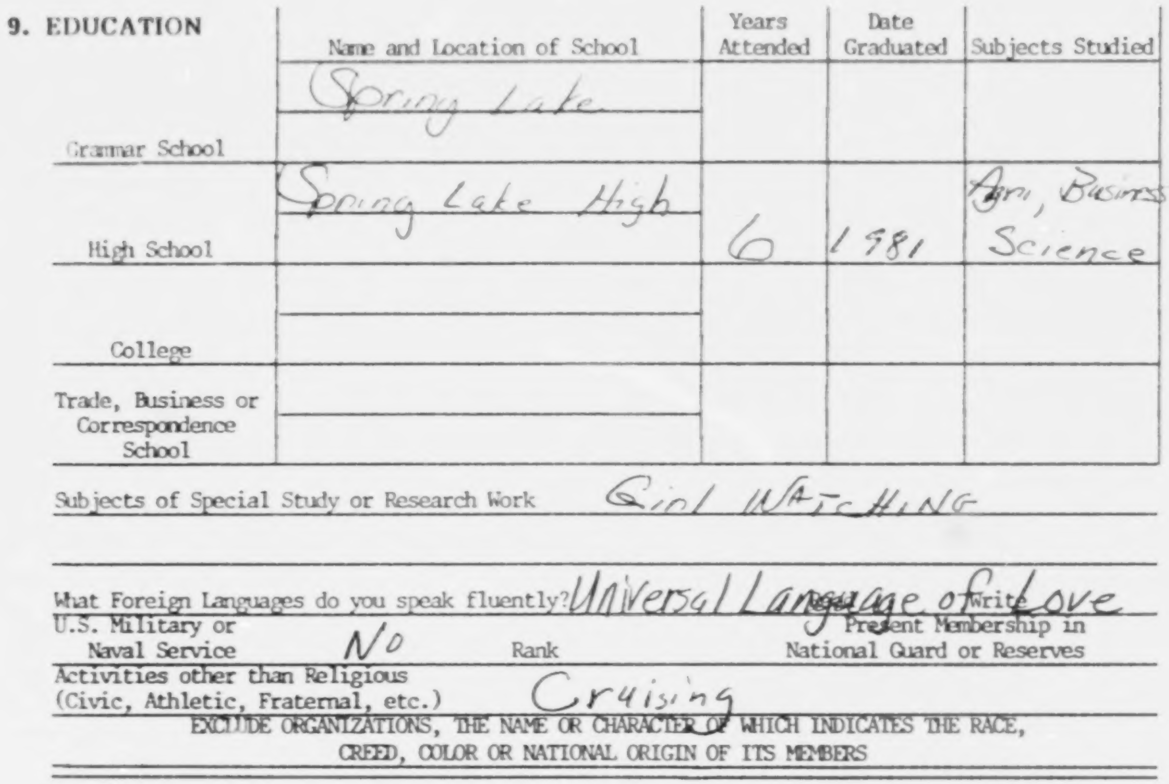
Personal Characteristics Suggested

- Perhaps does not care?
- Lacks understanding?

Points to Emphasize

1. Some people just apply for jobs so they can continue to collect unemployment. Their applications usually look something like this.
2. The application suggests the person may not want to be interviewed.

Examples......Examples......Examples......Examples......Examples......Examples



9. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	Spring Lake			
High School	Spring Lake High	6	1981	Agri, Business Science
College				
Trade, Business or Correspondence School				

Subjects of Special Study or Research Work Girl WATCHING

What Foreign Languages do you speak fluently? Universal Language of Love Read Write

U.S. Military or Naval Service NO Rank Present Membership in National Guard or Reserves

Activities other than Religious (Civic, Athletic, Fraternal, etc.) Cruising

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

Mistakes	Personal Characteristics Suggested
* Incomplete	* Lacks attention to detail?
* Inappropriate humor	* Immature?

Point to Emphasize: Sounds like the "stud" again.

Examples......Examples......Examples......Examples......Examples......Examples

10. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	Lake Hamelton Lake Hamelton, AR	6		
High School	Lake Hamelton High LakeHamelton, AR	4	1978	Science History,
College				
Trade, Business or Correspondence School	Garland Co. College Hot Springs, AR	1	1981	Business

Subjects of Special Study or Research Work ND

What Foreign Languages do you speak fluently? NO Read Write

U.S. Military or Naval Service NO Rank Present Membership in National Guard or Reserves NO

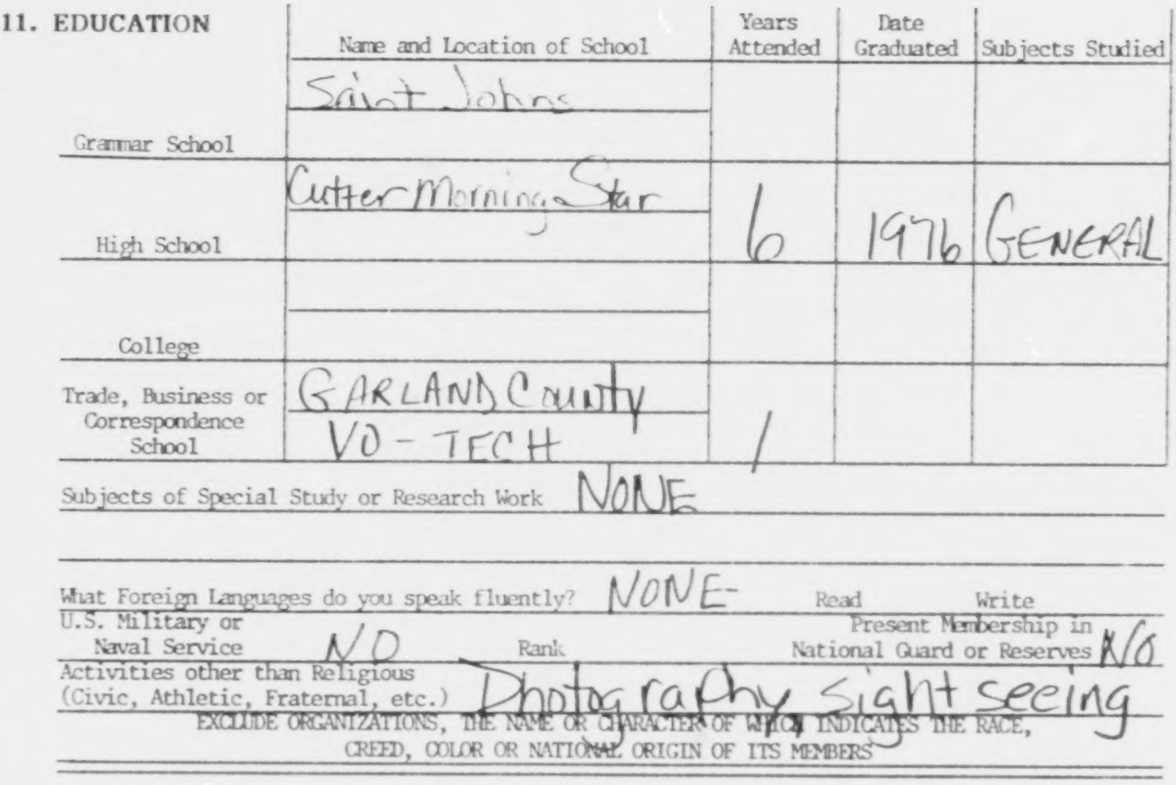
Activities other than Religious (Civic, Athletic, Fraternal, etc.) Play on softball teem

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

Mistakes	Personal Characteristics Suggested
* Misspelling	* Careless?
* Incomplete	* Poor attention to detail?
* "No" where "None" should be on "Subjects of Special..."	* Inattentive?

Point to Emphasize: An applicant can always list something for "special study."

Examples......Examples......Examples......Examples......Examples......Examples



11. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	Saint Johns			
High School	Cutter Morning Star	6	1976	GENERAL
College				
Trade, Business or Correspondence School	GARLAND County VO-TECH	1		

Subjects of Special Study or Research Work NONE

What Foreign Languages do you speak fluently? NONE- Read Write

U.S. Military or Naval Service NO Rank Present Membership in National Guard or Reserves NO

Activities other than Religious (Civic, Athletic, Fraternal, etc.) Photography sight seeing

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

Mistakes	Personal Characteristics Suggested
* Incomplete	* Lacks attention to detail?

Point to Emphasize: This application leaves the employer with unanswered questions (i.e., What was studied at Garland County Vo-Tech? Where were the schools located?).

Examples......Examples......Examples......Examples......Examples......Examples

12. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	Dardanelle Elementary Dardanelle, AR	6		
High School	Dardanelle High School Dardanelle, AR	6	1974	Math
College	Arkansas Tech Univ. Russellville, AR	4	1978	MAJOR IN COMPUTER
Trade, Business or Correspondence School				

Subjects of Special Study or Research Work Personal computer programming through microcomputer Systems, Inc.

What Foreign Languages do you speak fluently? None Read Write

U.S. Military or Naval Service Navy Rank Present Membership in National Guard or Reserves

Activities other than Religious (Civic, Athletic, Fraternal, etc.) Tae Kwon-Do

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

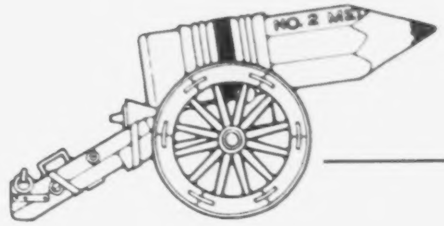
Mistakes

- Incomplete--but not major

Personal Characteristics Suggested

- Nothing significant--perhaps attention to detail is not great?

Point to Emphasize: Overall, this is a good application.



Part Four

Employment History

Activity: Identification of Important Skills

- Ask the class to discuss and prepare to report the kind of JAF they are favoring. What makes an application worth keeping.

- Allow five minutes.

- Call on triads in rotation and ask them to report one characteristic at a time. They should, at a minimum, identify the following points:

Neat/legible
Complete
Accurate
Follows direction

Activity: Develop Employment History Information Questions

The training process for the Employment History section is the same as the previous section. That is:

- Give the triads 10 minutes to determine the questions they would ask.

- Triads report while the instructor lists the questions on the flip chart.

- Review examples (Series H3).

You should again meet the objectives listed on page 17.

Instructor's Aid

This is a list of items usually requested on the employment history section of JAFs. The list includes a reason/rationale for each question and a prompt to solicit the question.

Jobs held

* To give picture of what the person is capable of doing

Prompt: Would you want to know what kind of jobs the applicant has had in the past?

How long were jobs held

* To determine if a person can keep a job
* To determine if a person sticks with tasks

Prompt: If a person listed three jobs as a butler, would it be helpful to know that each job only lasted one day?

Reason for leaving

* To find out if person had conflicts with the boss
* To find out why person left a job

Prompt: Would it be helpful to know why applicants left jobs they held?

Salary

* To determine "how valuable" the person was to the employer

Prompt: Would it help you to know how much money the applicant was accustomed to earning?

Names and addresses of employers

* To call or write for references
* To check the accuracy of information on the form

Prompt: Do you think you might want to check with some of the applicant's previous employers?

Examples......Examples......Examples......Examples......Examples......Examples

1. **EMPLOYMENT DESIRED**

Position Personal attendant Date you Can Start ASAP Salary Desired 30,000

Are you employed now? yes If so, may we inquire of your present employer? yes

Ever applied to this company before? NO Where N/A When N/A

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From 7-15-85	Leonas Kiadas		Personal	Mr. Kiadas is termi-
To Present	Box 90, Amity Rd., H.S.	30,000	Aid	nally ill
From 4-10-79	Nathaniel Mohle			Financial
To 6-28-85	Lafayette, LA (419) 781-4086	34,500	Butler	cutback
From 9-3-74	Charles Gothard		Assist.	To accept
To 2-17-79	Baton Rouge, LA (419) 382-1061	28,700	Chef	better job
From				
To				

Mistakes

* None

Personal Characteristics Suggested

* Well prepared, organized?

Point to Emphasize: If $30,000 is really close to what the applicant would need to earn, it's okay for him to say so. But, he/she could be taking a chance of pricing him/herself out of the position.

Examples......Examples......Examples......Examples......Examples......Examples

2. **EMPLOYMENT DESIRED**

Position Personal Assistant Date you Can Start Must give notice at present job Salary Desired negotiable

Are you employed now? yes If so, may we inquire of your present employer? yes

Ever applied to this company before? No Where N/A When N/A

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From 8-15-87	Maid to Order 932-4532	$5.00	House	Presently
To Date	Hot Springs, AR	hr.	Keeper	employed
From 7-3-87	Bonnie Baskin 841-6107		House	temporary
To 8-10-87	Fountain Lake, AR	$450.	Sitting	job
From 4-17-87	Girl Friday 624-4010	$6.00	Temporary	company staff
To 6-30-87	Hot Springs, AR	hr.	Secretary	reduction
From 11-16-86	Jamie Bay 932-1107	$3.25	Baby	Child entered
To 3-20-87	MountainPine, AR	hr.	Sitter	daycare / pre-school

Mistakes

* None

Personal Characteristics Suggested

* Neat?

Points to emphasize

1. Makes positive presentation and really hasn't had a regular full-time job. If she would have simply put "no full-time employment," we would have probably thrown her application away.
2. Answering the question "Salary Desired" with "negotiable" was good thinking.

Examples......Examples......Examples......Examples......Examples......Examples

3. EMPLOYMENT DESIRED

Position Assistant Date you Can Start Today Salary Desired Would like to discuss

Are you employed now? NO If so, may we inquire of your present employer? N/A

Ever applied to this company before? NO Where N/A When N/A

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From 3-1-86	Tom Gaines (uncle)	$4.00 Hour	Helper	To find better job
To 8-15-87	Rt. 7, Hollis, AR			
From 2-20-84	Joe Gaines	$120. wk.	Farm WORK	To work for Uncle
To 2-29-86	Rt. 7, Hollis, AR			
From				
To				
From				
To				

Mistakes

* None

Points to emphasize

1. Limited employment experience in outside world as it appears that all employment has been with family, but it is presented well.
2. "Would like to discuss" is also a good response when you don't know the salary; avoids danger of bidding too high or too low.

Personal Characteristics Suggested

Examples......Examples......Examples......Examples......Examples......Examples

4. EMPLOYMENT DESIRED

Position Aid — Date you Can Start Immediately — Salary Desired 24,000

Are you employed now? NO — If so, may we inquire of your present employer?

Ever applied to this company before? NO Where — When

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From May -85	Area Agency on Aging	Varied	Volunteer	Desired full-time Work.
To Sept. -85	Hotsprings, AR			
From June -84	Community Connections	9,200	Escort + Aid for Elderly	I married + moved
To March -85	for the Aging, Harrison Arkansas			
From Feb -83	Saint Anthony Hosp.	8,000	Nurses Aid	Desired more Responsibility
To Jan. -84	Harrison, Arkansas			
From				
To				

Mistakes

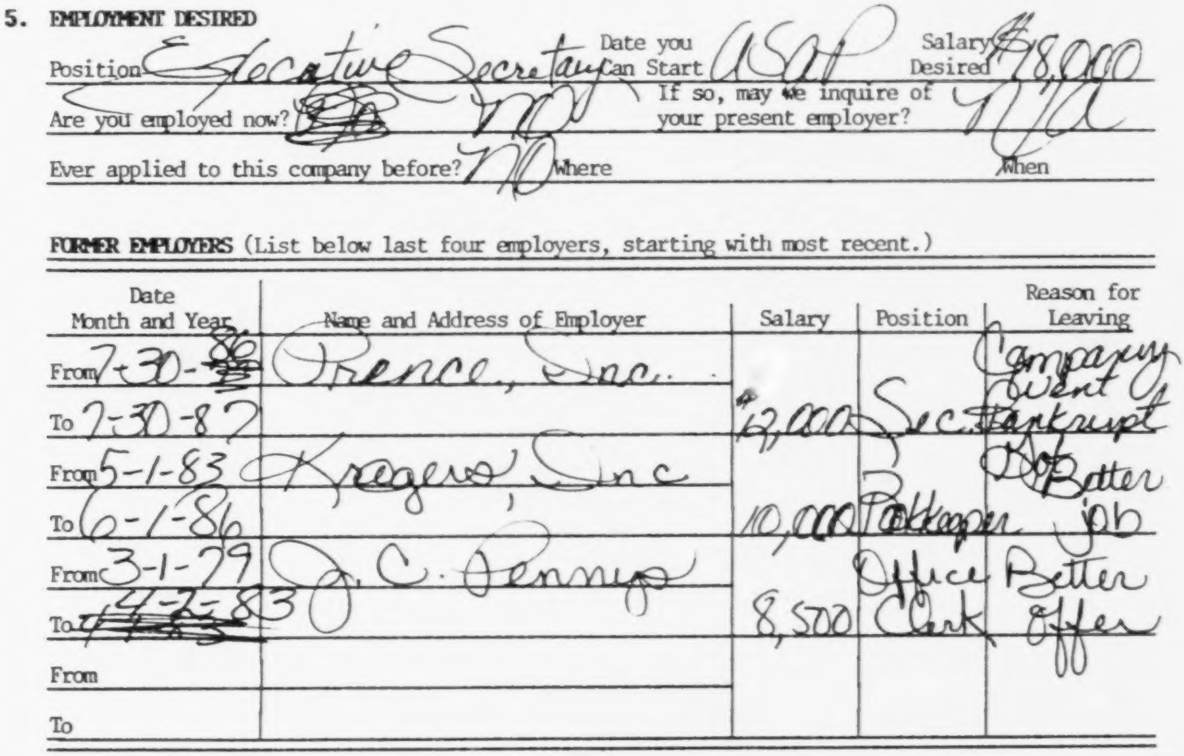
* None

Personal Characteristics Suggested

* Organized?

Point to emphasize: The question comes to mind concerning what this person has been doing since September 1985. Hopefully, we will be able to fill in the gap from the Education Section.

Examples......Examples......Examples......Examples......Examples......Examples



5. **EMPLOYMENT DESIRED**

Position Execative Secretary Date you Can Start ASAP Salary Desired $18,000

Are you employed now? [illegible] NO If so, may we inquire of your present employer? N/A

Ever applied to this company before? NO Where When

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From 7-30-86	Prence, Inc.			Company
To 7-30-87		$12,000	Sec.	went bankrupt
From 5-1-83	Krogers, Inc			~~Got~~ Better
To 6-1-86		10,000	Bokkeeper	job
From 3-1-79	J. C. Penneys		Office	Better
To 4-2-83		8,500	Clerk	Offer
From				
To				

Mistakes

- * Sloppy
- * No addresses for employers

Personal Characteristics Suggested

- * Careless?
- * Poor attention to detail?

Examples......Examples......Examples......Examples......Examples......Examples

6. EMPLOYMENT DESIRED

Position Personal Attendant Date you Can Start Within two weeks Salary Desired 20,000

Are you employed now? yes If so, may we inquire of your present employer? yes

Ever applied to this company before? No Where — When —

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From Nov 81	Saint Mary's Hospital	18,730	EMT	Considering Career Change
To Present	Rsvl., AR 968-3400			
From Nov 78	Saint Mary's Hospital	14,500	Nurse	Change in Position
To Nov. 81	Rsvl., AR 968-3400			
From Feb. 75	Hoshkinsy Associates	10,900	Secretary	Had gained nursing degree & wished to enter medical Field
To Nov. 78	Rsvl, AR 967-1562			
From				
To				

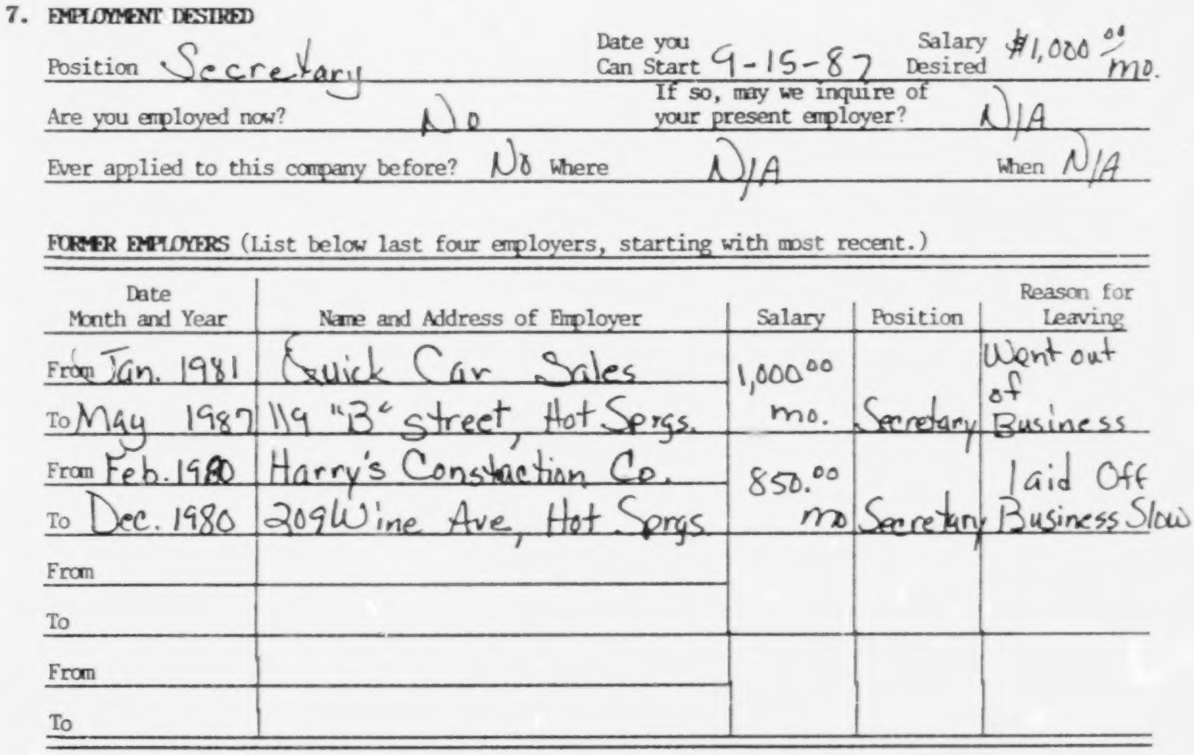
Mistakes

* None

Personal Characteristics Suggested

* Organized?

Examples......Examples......Examples......Examples......Examples......Examples



7. **EMPLOYMENT DESIRED**

Position Secretary Date you Can Start 9-15-87 Salary Desired $\$1{,}000^{00}$/mo.

Are you employed now? No If so, may we inquire of your present employer? N/A

Ever applied to this company before? No Where N/A When N/A

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From Jan. 1981	Quick Car Sales	$1{,}000^{00}$ mo.	Secretary	Went out of Business
To May 1987	119 "B" street, Hot Sprgs.			
From Feb. 1980	Harry's Construction Co.	$850.^{00}$ mo	Secretary	laid Off Business Slow
To Dec. 1980	209 Wine Ave, Hot Sprgs			
From				
To				
From				
To				

Mistakes

* None

Personal Characteristics Suggested

* Neat?

Examples......Examples......Examples......Examples......Examples......Examples

8. **EMPLOYMENT DESIRED**

Position ______ Date you Can Start ______ Salary Desired ______

Are you employed now? ______ If so, may we inquire of your present employer? ______

Ever applied to this company before? ______ Where ______ When ______

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

Mistakes	Personal Characteristics Suggested
* Blank	* No attention to detail--can't follow directions?

Point to Emphasize: Always look on the backside of an application form. Never leave a section blank.

9. **EMPLOYMENT DESIRED**

Position Date you Can Start ANYTIME Salary Desired

Are you employed now? NO If so, may we inquire of your present employer?

Ever applied to this company before? NO Where When

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From	Self employed			
To				
From				
To				
From				
To				
From				
To				

Mistakes

* Incomplete

Personal Characteristics Suggested

* Lacks attention to detail?

Point to Emphasize: Does not seem to be trying to make a good impression.

Examples......Examples......Examples......Examples......Examples......Examples

10. EMPLOYMENT DESIRED

Position Housekeeper Date you Can Start Now Salary Desired Open

Are you employed now? No If so, may we inquire of your present employer? N/A

Ever applied to this company before? No Where When

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From 9-1-85	Holiday Inn	212^{00}	House-	Return
To 4-2-87	Rt. 3, Bx 71 Winsor KS 61130	week	Keeper	to School
From 8-12-85	Sparkles Cleaning Servic	$150.^{00}$	House-	Better
To 8-3085	8th & Grand, Potowa OK 61913	Week	Keeper	Job
From N/A				
To				
From				
To				

Mistakes

* None

Personal Characteristics Suggested

* Appears to be a solid person?

Point to Emphasize: A good application leaves nothing blank or questionable.

Examples......Examples......Examples......Examples......Examples......Examples

11. **EMPLOYMENT DESIRED**

Position Sales
Date you Can Start Anytime
Salary Desired Lots
Are you employed now? NO
If so, may we inquire of your present employer? —
Ever applied to this company before? NO Where — When —

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From 2-1-87	~~[illegible]~~ Stereo's	Not Enough	Sales	Improve Skills
To 4-6-87	Georgetown Corner, Baton Rouge, La			
From 9-1-86	Hubbards Dept. Store	3.05 hr.	Clerk	Thought I would get better job
To 12-20-86	Breckenridge Shopping Ctr. L.R., AR			
From 6-12-86 7-1-86	Speedy Car Wash	25¢ per job	Detail Man	Didn't like work
To				
From				
To				

Mistakes

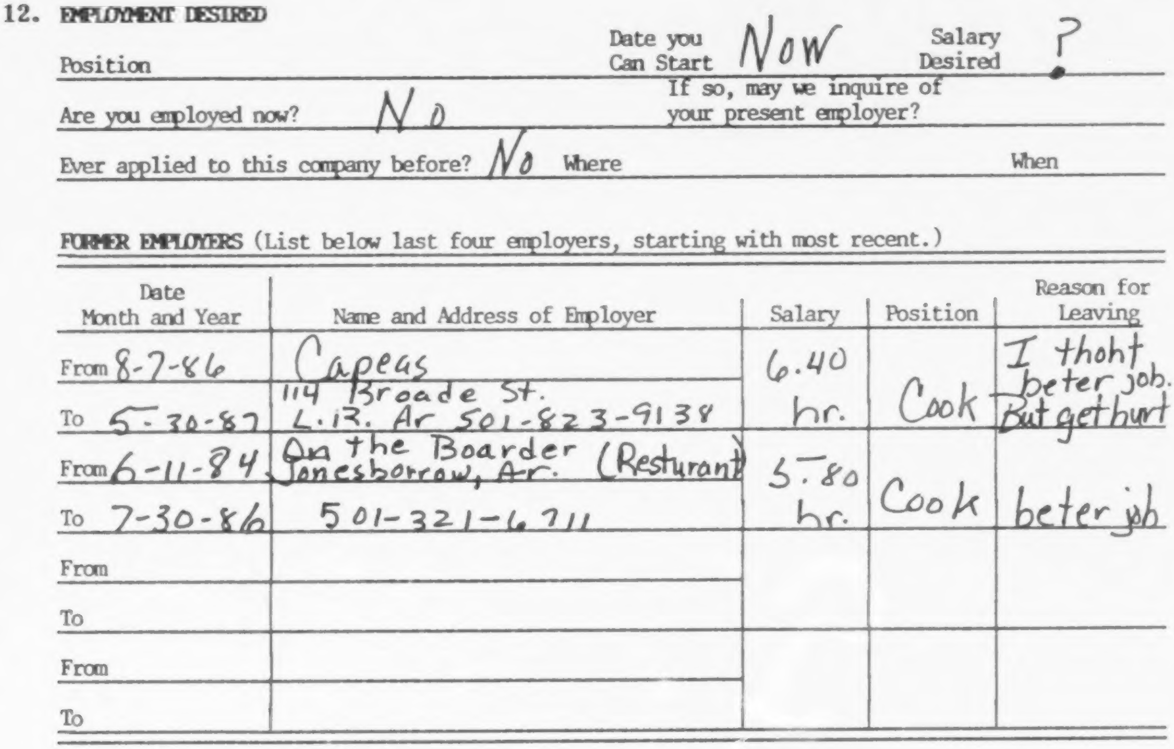
- Getting a little smart aleck
- Hard to read

Personal Characteristics Suggested

- Could be obnoxious?
- Sloppy?

Point to emphasize: The phrase "Didn't like work" is negative. Would have been wiser to have said "better job."

Examples......Examples......Examples......Examples......Examples......Examples



12. **EMPLOYMENT DESIRED**

Position Date you Can Start Now Salary Desired ?

Are you employed now? No If so, may we inquire of your present employer?

Ever applied to this company before? No Where When

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From 8-7-86	Capeas	6.40 hr.	Cook	I thoht beter job. But get hurt
To 5-30-87	114 Broade St. L.R. Ar 501-823-9138			
From 6-11-84	On the Boarder (Resturant) Jonesborrow, Ar.	5.80 hr.	Cook	beter job
To 7-30-86	501-321-6711			
From				
To				
From				
To				

Mistakes

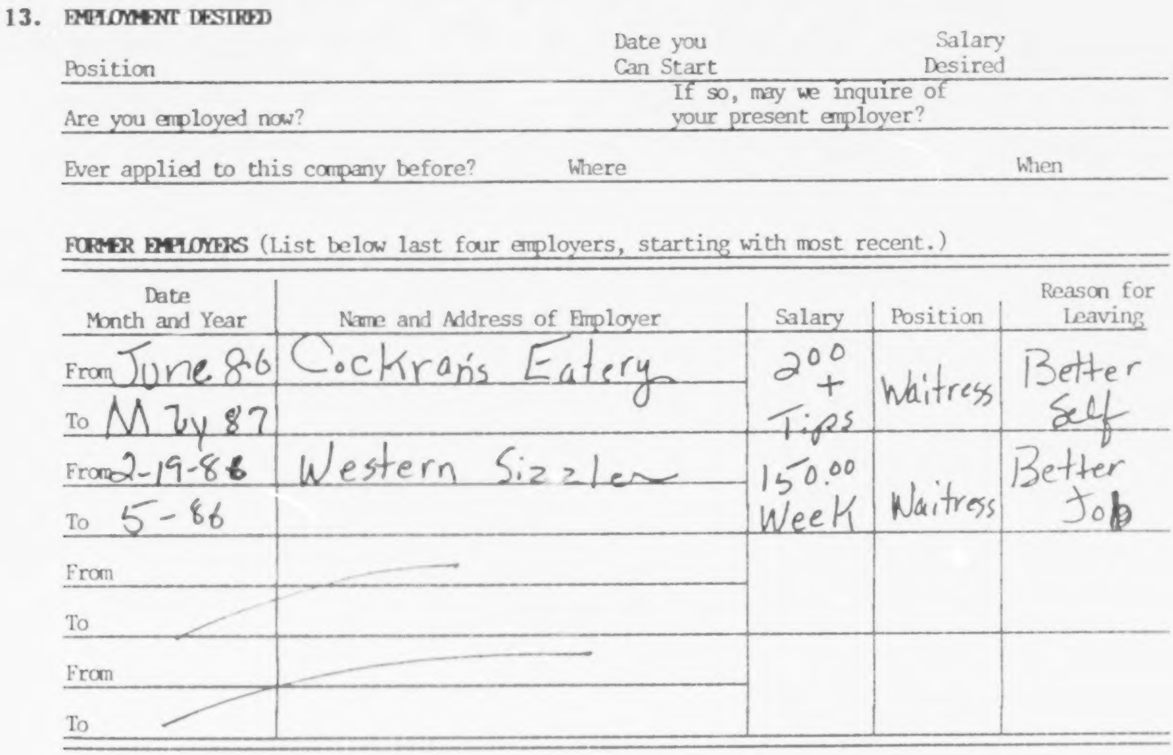
* Spelling and word usage

Personal Characteristics Suggested

* Poor reading and writing skills?

Point to emphasize: Giving telephone numbers for prior employers is a nice touch and suggests that he would get good references.

Examples......Examples......Examples......Examples......Examples......Examples



13. EMPLOYMENT DESIRED

Position _____ Date you Can Start _____ Salary Desired _____

Are you employed now? _____ If so, may we inquire of your present employer? _____

Ever applied to this company before? _____ Where _____ When _____

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From June 86	Cockran's Eatery	200 + Tips	Waitress	Better Self
To May 87				
From 2-19-86	Western Sizzler	150.00 Week	Waitress	Better Job
To 5-86				
From				
To				
From				
To				

Mistakes

- Incomplete

Personal Characteristics Suggested

- Doesn't follow instructions, or poor attention to detail?

Point to emphasize: Not giving any indication of how to get in contact with previous employers suggests she may not want us to do so.

Examples......Examples......Examples......Examples......Examples......Examples

14. **EMPLOYMENT DESIRED**

Position *Personal Attendent* Date you Can Start *Now* Salary Desired *Wish to discuss*

Are you employed now? *No* If so, may we inquire of your present employer? —

Ever applied to this company before? *No* Where — When —

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From *11-17-85*	*Happy Tracks 501-416-2145*	*Com. only*	*travel agent*	*Company Closed*
To *4-2-87*	*Booneville, AR*			
From *11-1-84*	*Destinations 501-568-4320*	*Com only*	*travel agent*	*"*
To *9-13-86*	*Little Rock, AR*			
From *N/A*				
To				
From				
To				

Mistakes

* None

Personal Characteristics Suggested

* Positive?

Point to emphasize: Both companies closing may be a little strange.

Examples......Examples......Examples......Examples......Examples......Examples

15. **EMPLOYMENT DESIRED**

Position Date you Can Start Salary Desired

Are you employed now? If so, may we inquire of your present employer?

Ever applied to this company before? Where When

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From 86	Sears at Hot Springs	?	?	Quit
To 87				
From				
To				
From				
To				
From				
To				

Mistakes

* Incomplete

Personal Characteristics Suggested

* Doesn't care?

Point to emphasize: This one leaves a bad impression, doesn't it?

Examples......Examples......Examples......Examples......Examples......Examples

16. **EMPLOYMENT DESIRED**

Position COOK Date you Can Start ANYTIME Salary Desired NEGOTIABLE

Are you employed now? NO If so, may we inquire of your present employer? N/A

Ever applied to this company before? NO Where — When —

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From July 6, 1987	L.A. CASA CAFE, Hot Sprgs. L.R. HWY 71903	3.00 hr.	COOKS Helper	MAIN COOKS JOB DIDNT OPEN
To July 8, 1987	SAMS BREAKFAST BAR 413 WINANS HOT SPRGS.			
From July 1, 1987	CALLEOS MEALS 40 MAIN PLAZZA, HOPE, AR	2.00 HR + TIPS	WAITER	DIDN'T LIKE JOB
To July 5, 1987				
From Jan. 11, 1983		4.75 HR.	NIGHT CHEF	RESTAURANT CLOSED
To June 13, 1987				
From Dec. 14, 1980	JOEL RIB HOUSE	4.00 HR.	FRY COOK	Better Offer
To June 12, 1983	RT. 6, BOX 1, HOPE, AR			

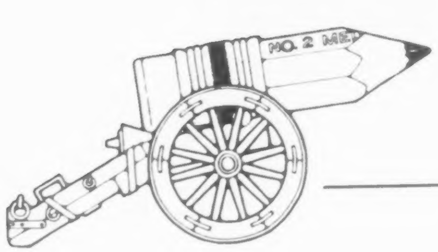
Mistakes

- * Messed up on employer name/ address lines

Personal Characteristics Suggested

- * Paying attention?

Point to emphasize: Would have made a better impression if the applicant would not have listed the last two brief jobs. Otherwise, not a bad application.



Part Five

Physical Record

Activity: Develop Physical Record Information Questions

The training process for the physical record section is the same as the previous section. That is:

* Give **triads** ten minutes to **determine** what **questions** they would ask.

* **Triads report** while **instructor lists** questions on flip chart.

* **Review** examples.

Remember the objectives on page 17.

Notes.......Notes.......Notes.......Notes.......Notes.......Notes.......Notes.......Notes

Instructor's Aid

The list below represents prime items typically found on the physical record section of the JAF. Below each item is a reason/rationale for the item and a prompt that can be used to solicit the item.

List any physical problems that would limit your ability to do this job

* Could affect ability to do job tasks

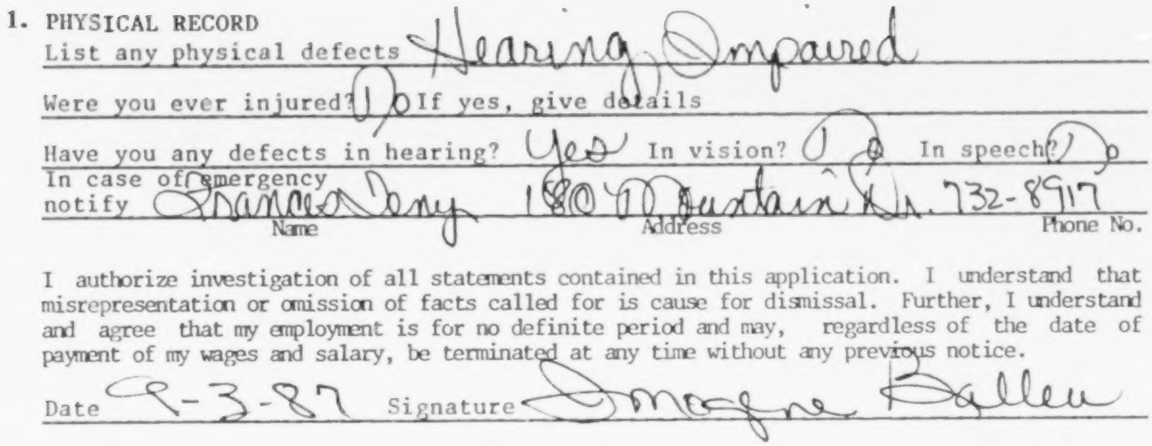
Prompt: If this job requires a lot of heavy lifting, would you want to know if applicant had a bad back?

Have you any defects in hearing? In vision? In speech?

* Would reflect possible need for work accommodations

Prompt: A lot of employers ask about hearing, sight and ability to speak. Would that help us in making our choice?

Examples......Examples......Examples......Examples......Examples......Examples



1. **PHYSICAL RECORD**

List any physical defects Hearing Impaired

Were you ever injured? No If yes, give details

Have you any defects in hearing? Yes In vision? No In speech? No

In case of emergency notify Frances Deny 1804 Mountain Dr. 732-8917

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date 2-3-87 Signature Imogene Ballew

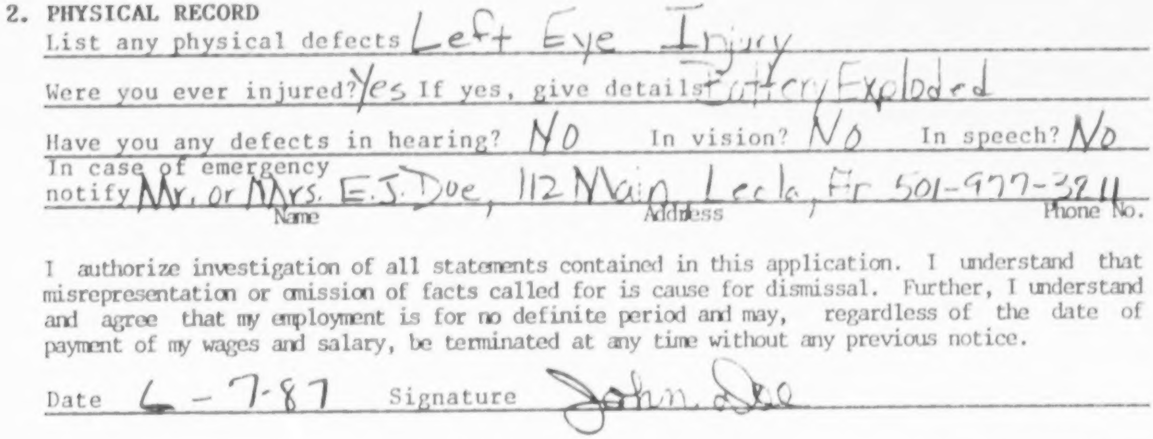
Mistakes

- * Sloppy
- * Address & phone number incomplete
- * Longhand/hard to read

Personal Characteristics Suggested

- * Careless?
- * Poor attention to detail?
- * Inconsiderate?

Point to emphasize: The applicant may have been able to present "hearing impaired" in a more positive light (e.g., use hearing aid).



2. **PHYSICAL RECORD**

List any physical defects Left Eye Injury

Were you ever injured? Yes If yes, give details Battery Exploded

Have you any defects in hearing? NO In vision? NO In speech? NO

In case of emergency notify Mr. or Mrs. E.J. Doe, 112 Main, Lecla, Ar 501-977-3211

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date 6-7-87 Signature John Doe

Mistakes

- * None

Personal Characteristics Suggested

- * Positive?

Point to emphasize: Although the person had an accident with an eye injury, she/he lists no current vision problems. It's good that the person is saying "no problem."

Examples......Examples......Examples......Examples......Examples......Examples

3. **PHYSICAL RECORD**

List any physical defects SEIZURE DISORDER, NO SEIZURES IN 8 YEARS

Were you ever injured? NO If yes, give details NONE

Have you any defects in hearing? NO In vision? NO In speech? NO

In case of emergency notify MR. PUTO A. SEITZ 411 BROADSTONE, SALA, MS 811-611-4218

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date 6-1-87 Signature Joe. John Doe

Mistakes

* None

Personal Characteristics Suggested

* Optimistic?

Point to emphasize: Adding that he hasn't had a seizure in eight years is a lot better than just listing a seizure disorder.

4. **PHYSICAL RECORD**

List any physical defects

Were you ever injured? If yes, give details

Have you any defects in hearing? In vision? In speech?

In case of emergency notify

Name Address Phone No.

Not Applicable

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date Signature Shorty Doe

Mistakes

* Incomplete

Personal Characteristics Suggested

* Incomprehension?

Point to Emphasize: The physical record section would be applicable to everyone.

Examples......Examples......Examples......Examples......Examples......Examples

5. **PHYSICAL RECORD**

List any physical defects Willing to discuss

Were you ever injured? — If yes, give details —

Have you any defects in hearing? — In vision? — In speech? —

In case of emergency notify Father - L. J. Doe, 2 Evelyn Pl., Jonestown, Penn. (597) 843-4438

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date 6-7-87 Signature Joseph Doe

Mistakes	Personal Characteristics Suggested
* None	* Good thinking?

Point to emphasize: If the person's physical problem is such that listing it would cause his application to be rejected, this could be a good approach.

6. **PHYSICAL RECORD**

List any physical defects Left leg amputated - use prosthetic appliance well

Were you ever injured? yes If yes, give details Farm equipment accident as a child

Have you any defects in hearing? No In vision? No In speech? No

In case of emergency notify John Doe Sr., 4212 8th Street, Allen, Miss 619-438-0611

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date 6-7-87 Signature John Doe

Mistakes	Personal Characteristics Suggested
* None	* Self-affirming?

Point to emphasize: Did a good job of presenting the disability information in a positive manner.

Examples......Examples......Examples......Examples......Examples......Examples

7. **PHYSICAL RECORD**
List any physical defects Hearing Loss
Were you ever injured? NO If yes, give details
Have you any defects in hearing? Yes In vision? No In speech? No
In case of emergency
notify John Samuels 120 Oaklawn 623-9870
Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date Aug. 24, 1987 Signature Douglas Samuels

Mistakes	Personal Characteristics Suggested
* Might be able to present the "hearing loss" in a more specific and positive manner * Address incomplete	* Satisfactory, but lacking explanation? * Maybe rushes through things?

Point to emphasize: Don't create unnecessary questions with your disability information.

8. **PHYSICAL RECORD**
List any physical defects None
Were you ever injured? No If yes, give details N/A
Have you any defects in hearing? No In vision? yes In speech? No
In case of emergency
notify Thomas White 112 Pecan St., Hot Springs, AR 623-8921
Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, [illegible] terminated at any time without any previous notice.

Date 8/31/87 Signature Barbara Love

Mistakes	Personal Characteristics Suggested
* None	* Satisfactory?

Point to emphasize: If the person could have added "wear glasses" or in some way communicated that the vision problem is not a big problem (if that is the case), it would have made a better impression.

Examples......Examples......Examples......Examples......Examples......Examples

9. **PHYSICAL RECORD**

List any physical defects Bad ears, Eyes, Migraines, Pigeon Toed, Nerve Weakness

Were you ever injured? Yes If yes, give details Fell out of hospital bed & broke arm

Have you any defects in hearing? Yes, both ears In vision? Yes both eyes In speech? OK

In case of emergency notify Dr. Jim Bartlett 111 Hobson St., Hot Springs, AR (501) 624-0638

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date 6-7-87 Signature John Doe

Mistakes	**Personal Characteristics Suggested**
* Presents a bad picture of physical condition	* Tends to focus on physical problems?

Points to emphasize:

1. He seems to take some pride in having so many things wrong.
2. Presents a bleak physical future.

10. **PHYSICAL RECORD**

List any physical defects Broken Back

Were you ever injured? Yes If yes, give details Auto Accident

Have you any defects in hearing? No In vision? No In speech? No

In case of emergency notify Joe Doe 2121 Elm, Hot Springs, AR (501) 765-4416

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date 6.7.87 Signature John Doe

Mistakes	**Personal Characteristics Suggested**
* "Broken back" might have been presented better	* None

Point to emphasize: Present your disability in the most positive light without creating unnecessary questions.

Examples......Examples......Examples......Examples......Examples......Examples

11. **PHYSICAL RECORD**

List any physical defects Perfect in every way!!

Were you ever injured? NoWAY yes, give details NONE TO GIVE —

Have you any defects in hearing? — In vision? — In speech? —

In case of emergency notify Don't worry about emergencies with me!

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date 6-7-87 Signature JoJo Doe

Mistakes	Personal Characteristics Suggested
* Inappropriate responses	* Immature?

Point to emphasize: JAFs request factual information not demonstrations of humor.

12. **PHYSICAL RECORD**

List any physical defects Haid Brokke

Were you ever injured? Yes If yes, give details " Bad

Have you any defects in hearing? NO In vision? No In speech? No

In case of emergency notify Dont no addrezz of MoM - Farm

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date Signature

Mistakes	Personal Characteristics Suggested
* Problem with writing	* Education?
* No signature	* Head injury?

Point to emphasize: This person seems to be trying but doesn't show good judgment to turn such an application in--should have gotten help some way.

Examples......Examples......Examples......Examples......Examples......Examples

13. PHYSICAL RECORD

List any physical defects Primary degenerative dementia

Were you ever injured? No If yes, give details No

Have you any defects in hearing? No In vision? No In speech? No

In case of emergency notify Sister Maria Montrosa c/o St. Mary's, 8th & Oak, Lavel, MS (918) 648-1138

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date 6-7-87 Signature Jane Doe

Mistakes	**Personal Characteristics Suggested**
* Using technical language	* Inconsiderate?

Point to emphasize: Presenting disability information with technical terms creates questions and draws attention to "what's wrong" rather than "what's right."

14. PHYSICAL RECORD

List any physical defects These questions are discriminatory, and

Were you ever injured? If yes, give details I refuse to answer.

Have you any defects in hearing? In vision? In speech?

In case of emergency notify Justin Miller, 46 Hazel Str., Malvern, AR (501) 831-0061

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date 6-10-87 Signature Karen Miller

Mistakes	**Personal Characteristics Suggested**
* None	

Point to Emphasize: This person has a right to answer these questions in such a way, because the questions are illegal.

Note: Don't get into the discrimination issue in-depth at this point but do let the participants react from the employer's viewpoint to facilitate a broader understanding of the issue.

Activity: How to Best Report Disability Information

- * Explain to the group that because they are **prominent employers** with hiring interests in the community they have been asked by a placement officer to speak at the local Rehabilitation Services office to a group of people who are disabled. The topic they are **asked to present** is **"How to Best Present Your Disability on the Job Application Form."**

- * Have the **triads discuss** their ideas and make a list of the points they would present.

- * Allow 10 minutes.

- * Ask **triads** to **report** in rotation. **List** points **on flip chart.**

- * **Summarize** as appropriate.

Activity: How to Best Report Disability Information

The purpose of this activity is to help the participants consider options in presenting a disability in a positive manner and to realize the importance of doing so (if they choose to answer these types of questions on JAFs).

Major points the triads should identify are:

1. Be as positive as possible.

Example

Poor: "Hearing problem"	**Better**: "Use hearing aid"
Poor: "Back problems"	**Better**: "Can lift up to 50 lbs."

2. Avoid medical terminology--use your own words to briefly state disability.

Example

Poor: "Have retinitis pigmentosa"	**Better**: "Have visual disorder"
Poor: "C-5 Quadriplegia"	**Better**: "Have spinal cord injury"

3. Don't lie. If the employer is later surprised by your disability at the interview, it could hurt your chances.

4. Given that someone should not be applying for a job that they cannot do, attempt to communicate that the disability is not a problem in terms of the specific job.

Example

"Have done this type of work before and my limited mobility does not present a problem."

Optional Activity: Lecture on Discrimination

Ask the group if, for their companion job, they would only hire a person of a specified 1) sex, 2) age, 3) race, 4) body build, 5) hair color, 6) religion or any other type of characteristic.

Make the following points:

* If you had something like this in mind and would not consider a person who was the "wrong" sex, color or whatever, you are discriminating.

* Discrimination is denying someone employment because of some factor such as age that doesn't have anything to do with the person's ability to do the job.

* Discrimination is a problem for people with disabilities.

* When employers have a mental picture/visualization of someone for the job, which most people do, seldom do they have in mind a blind person, a person in a wheelchair, or a person with any other disability.

* Discrimination in employment practices is common.

* People have a right not to answer discriminatory questions on the JAF.

* It is fair to specify what the person must be able to do on the job and select on the basis of who can best do the job.

  Example: If you wanted to hire someone to unload feed from a box car, you should advertise for someone who can lift 100 pounds repeatedly rather than advertise for a man. A woman who could throw you around all day might apply!

* Facilitate discussion of the issue and maintain a neutral stance on how participants should personally represent the issue. Your commentary should be close to the facts.

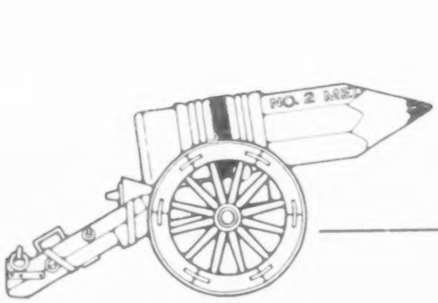
Notes.......Notes.......Notes.......Notes.......Notes.......Notes.......Notes.......Notes

Optional Activity: Lecture on Discrimination

This activity is presented as "optional" as the objectives of the lesson are very debatable. On the one hand, idealistically, all people applying for jobs would be able to recognize discriminatory questions and practices and would refuse to answer them. On the other hand, and more practically, an individual applicant's pointing out discriminatory questions on a company's JAF and refusing to answer the discriminatory questions would in most instances decrease their chances of getting the particular job. Relatedly, there is the question of who would be in the best position to confront discriminatory employment practices in the community. It is the author's personal opinion that discriminatory employment practices should be confronted. It is also the author's opinion that the people who are likely to be in this training program, as a group, would not be prime candidates for this particular advocacy activity. It is the author's experience with JAF training that program participants frequently discriminate in the pretend hiring situation. Within the time restraints of the program the author has not been very successful in providing information which decreased the disriminatory pretend hiring practices of the trainees.

Perhaps it might be best not to address the discriminatory issue in this particular training context. On the other hand, it is justifiable to provide people with the facts in matters relevant to them and to support individual liberty in such matters. In my personal opinion, the primary danger in addressing the issue is that the training experience could result in some trainees taking a confrontive approach to discriminatory questions on the JAF task and being continually denied employment.

There is an obvious need for discriminatory employment practices to be confronted, but the trainer must ask her/himself if the people participating inthe program are suited for the task with only limited preparation? And, is it fair to influence them to do so? I think not. Their options and opportunities for employment are often limited to begin with. If a person is applying for a job she/he needs and wants, there are probably better and more practical forms for advocacy. Also, this program would not prepare participants to serve as effective advocates. If you wish to take a stand on this issue and influence participants (the trainer can often influence the trainees), I would think your primary would point be "it's your choice." I would also think it good advice to suggest that they coordinate their advocacy efforts through a local independent living program or an Equal Employment Opportunity office and point out the probable consequences of independent advocacy action with an employer.



Part Six

References

Activity: Develop Reference Information Questions

The training process for the Reference section is the same as the previous section. That is:

* Give triads ten minutes to determine the questions they would ask.

* **Triads report** while **instructor lists** questions on flip chart.

* **Review** examples (Series H5).

Remember to meet the objectives on page 17.

Instructor's Aid

This is a list of items usually requested on the reference section of JAFs. The list includes a reason/rationale for each question and a prompt to solicit the question.

Full name and address

* Need in order to contact

Prompt: You certainly would want the references' names wouldn't you?

Phone number and area code

* Need in order to contact

Prompt: If you wanted to check the reference out, how would you get in contact with the reference?

Type of occupation or relationship

* Reflects type of friends/interests the applicant has

Prompt: Would it be helpful to know the "type" of relationship the applicant has with the reference or what the reference did for a living?

Length of time known

* References from persons who have only been acquainted with the applicant for a brief period of time cannot be given much weight.

Prompt: Would it make any difference if the reference had known the person for one week as opposed to five years?

Examples......Examples......Examples......Examples......Examples......Examples

1. **REFERENCES**

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Jonah Perry	143 King St.	Accountant	10
Mason Tanker	209 Pierce	Attorney	15
T. J. Hooks	315 Park Lane	Self-Emp	15

Mistakes

- Sloppy
- Addresses incomplete

Personal Characteristics Suggested

- Careless?
- Neglectful?

Point to emphasize: Part of an address is no better than no address.

2. **REFERENCES**

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Mr. Tom Freeman	HSRC, 105 Reserve, Ave	Counselor	1
Mrs. Anita Jones	Rt. 3, Benton, AR	Teacher	6
Mr. Alvin Green	P.O. Box 1329, Benton, AR	Neighbor-Mech.	3

Mistakes

- None

Personal Characteristics Suggested

- Attentive?

Examples......Examples......Examples......Examples......Examples......Examples

3. REFERENCES
(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Bill Powell	Rt. 2 Box 110 H. Sprgs	Body Shop	12
Sam Walston	312 6th St. H. Sprgs.	Part Supply	12

Mistakes

* Only two references

Personal Characteristics Suggested

* Disinterested?
* Doesn't have three people who will speak positively of him?

Point to emphasize: Always give the number of references that an application requests.

4. REFERENCES
(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Thomas Allen	200 Lacy St. Hot Sprgs.	Quick Car Sales	6
Edna Lowry	986 Acorn St. Hot Sprgs.	Harry's Constr.	2
John Palmer	883 Hawthorne, H.S.	Minister	10

Mistakes

* None

Personal Characteristics Suggested

* Responsible?

Examples......Examples......Examples......Examples......Examples......Examples

5. REFERENCES

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Joe Chase	11 "B" St., Alton, OK	Welder	6
Billy Dale	Hot Springs, Main St.	Business Mgr. Owner	3
Frank Johnson	Unknown	Machinic	10

Mistakes

- Hard to read
- Information not inside boxes

Personal Characteristics Suggested

- Sloppy?
- Careless?

6. REFERENCES

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Amos Ramsey	713 Ash St., Little Rock	Penn Chemical	10
Todd Jamison	513 Bluff St., Camden, AR	Attorney	7
Susan Todlock	211 Ivy St., Malvern, AR	Family friend	15

Mistakes

- None

Personal Characteristics Suggested

- Conscientious?

Point to emphasize: The person who had this application typed couldn't write very well. He took the application home and had a friend type it. Creates a good impression--doesn't it? If it had been poorly written, the application probably would have been thrown out.

Examples......Examples......Examples......Examples......Examples......Examples

7. REFERENCES

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Harold Jones	(683) Main St., N. Spring, AR 767-8526 71901	Jones Dry Cleaners	6
Martha Nobles	(223) Center Ave. Hot Sprg., AR 624-8134 71901	ABC Cleaners	8
John Wright	(103) Pine St., Hot Sprgs. AR 623-6621 71901	Wright Cleaners	10

Mistakes

* None

Personal Characteristics Suggested

* Obliging?

Point to emphasize: Even added telephone numbers. That comes across as a plus.

8. REFERENCES

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Dr. Ronald Jones	1073 Central Ave. H.S.	H.S. Med. Ctr.	6
Dr. Marie Fleming	1073 Central Ave. H.S.	H.S. Med. Ctr.	4
Dr. Joseph Marian	698 Park St. L.R., AR	Baptist Med Ctr.	1

Mistakes

* All references are doctors

Personal Characteristics Suggested

* Over concern with illness?

Point to emphasize: The type of references that an applicant lists reflects his/her personal characteristics.

9. REFERENCES

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Dan Combs	111 C. Str. Earlton, AR	Farmer(Father)	26
Maria Combs	Same	Housewife(Mother)	26
Bill Combs	Rt. 1 Box 11, Earlton, AR	Farmer(Uncle)	26

Mistakes	Personal Characteristics Suggested
* Used family as references	* Can't follow directions?

Point to emphasize: You can expect relatives to give you a good reference regardless. This person's use of only family references suggests that no one else may speak highly of her.

10. REFERENCES

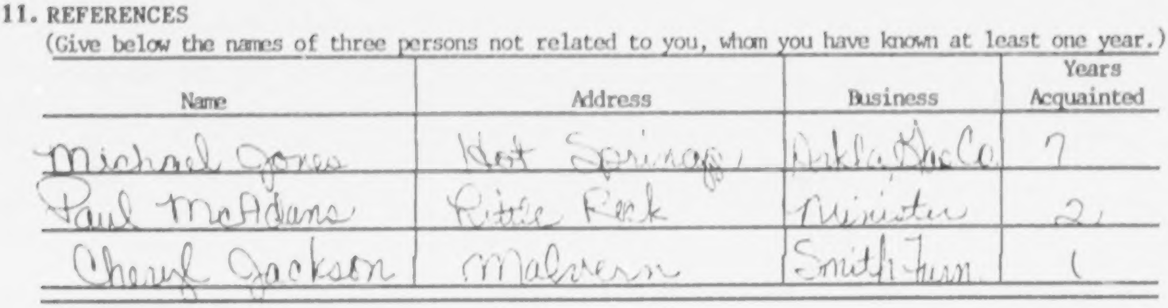
(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Janice Anderson	Rt. 3, Royal, AR	None	1
Sally Felston	1001 11th St. H.S., AR	None	2 mo
Carolyn Smile	Apt. 3, Brooks Str., Ola AR	None	1 wk.

Mistakes	Personal Characteristics Suggested
* "None" for business	* May have a hard time getting the point of things?
* Lists references known less than a year	* Can't follow direction?

Point to emphasize: The idea behind the "business" category is to determine what kind of relationship you had with the person. It carries more weight to list people who have known you for a longer period of time.

Examples......Examples......Examples......Examples......Examples......Examples



11. REFERENCES

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Michael Jones	Hot Springs	Arkla Gas Co	7
Paul McAdams	Little Rock	Minister	2
Cheryl Jackson	Malvern	Smith Furn.	1

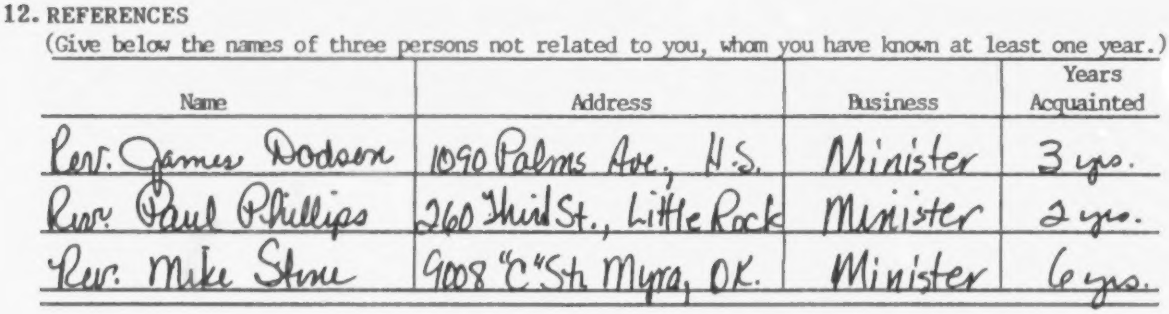
Mistakes

* Incomplete addresses

Personal Characteristics Suggested

* Doesn't follow directions, careless?

Point to emphasize: This application is written in long-hand which is usually a mistake, but this person writes so well I'd say it is okay.



12. REFERENCES

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Rev. James Dodson	1090 Palms Ave., H.S.	Minister	3 yrs.
Rev. Paul Phillips	260 Third St., Little Rock	Minister	2 yrs.
Rev. Mike Stone	9008 "C" St. Myra, OK.	Minister	6 yrs.

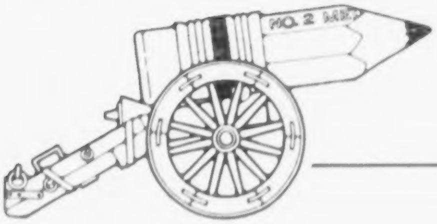
Mistakes

* All ministers

Personal Characteristics Suggested

* Poor judgment?

Point to emphasize: Listing only ministers is the same as listing only family members as references--they are less likely to present a complete picture of your character.



Part Seven

Summary

Activity: Making the Final Selection

Make final selection by stating:

* "We have **sorted** a lot of **applications**."

* "Let's say we have 20 JAFs that are in good order."

Question: "What will we use to cut it down to the three or four applicants we will interview?"

* Facilitate discussion.

Answer: "The ones with the right occupational or job skills."

Lecture/Summary

Ask the question: "What is the purpose of the JAF from the employer's point of view?" Facilitate discussion.

Answer: "To sort people out; to cut down on the number of people to be interviewed."

Make the following points:

1. The employer does pretty much what we did--look for mistakes and sloppiness and discard all but the ones with the best appearance.

2. When you apply for a job and are required to fill out a JAF, your goal should be to look good on paper so you can get an interview.

3. If your reading and writing skills are not good enough to do a good job on the JAF, do like the person did who applied for our job; take the JAF home and get someone else to fill it out if that is allowed.

4. In some cases you may be able to give the employer a completed personal data sheet that you take with you when you apply for a job. This would be more common with smaller companies. Larger companies usually want your information on their standard JAF.

5. If your reading and writing skills are below par, it is possible to improve them to the point where you can do a good job on the JAF. As these skills are important in many areas of life, improving reading and writing skills is a good idea generally.

Activity: Personal Data Sheet

- * **Hand out** two copies of the **Personal Data Sheet** to each participant
- * **Explain** the **value** of their having a completed Personal Data Sheet.

Options:

- * The participants can complete as much of the Personal Data Sheet as they can at this time and fill in the blanks later.
- * They can be instructed to take it with them, get all the needed information and complete on their own. This is a preferred option if they can be given a deadline to submit the completed Personal Data Sheet to you, their counselor or some other person who will check it for correctness.
- * If resources are available, it is helpful to have the completed Personal Data Sheet neatly typed and to provide the client with multiple copies to be used in job seeking.

Post-test

Hand out the JAF and instruct participants to complete the form.

Options:

1. As the participants complete the JAF you can correct them and provide on-the-spot feedback and recommendation for improvement.
2. You can take up the completed JAFs, correct them later and either you, the counselor or some other appropriate person have a feedback planning session with each client.

Program/Instructor Evaluations

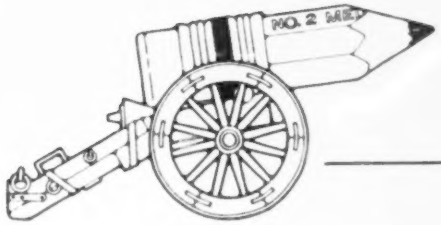
Hand out the program and instructor evaluation forms and instruct participants to complete them.

Checks

As participants hand in their evaluation forms, present each participant with a check which was made out to them in the amount of $10 million. (Checks to be photocopied, completed and used in the training are included in the Appendix.)

Checks

You may be able to get your local bank to contribute some "play money" checks.



Appendix

PERSONAL DATA WORKSHEET

Name: ______________________ Social Security No.: ______________

Work Telephone: ( ) ______________ Date of Birth: ______________

Present Address: ____

____

Length of time: ______________ Home Telephone: ( ) ______________

Permanent Address: ____

____

Length of time: ______________ Telephone: ( ) ______________

In case of emergency, notify: ______________________________

____

____

____

Telephone: ( ) ______________ ( ) ______________

Physician's Name: ____

Address: ____

Phone No.:( ) ______________ Date of last physical: ______________

Education

School/Address	TO		FROM		Diploma or degree	Major courses
	mo	yr	mo	yr		

GED?: Date received: Location:

Special Skills, Abilities, Training, Etc.

Armed Service

Employment History

Jobs Held

Organization Name,	Date		Salary		Position/Duties/	Reason for
Address and Phone	From	To	Beg.	Ending	Responsibilities	Leaving

Related Medical Information

Hobbies, Leisure Activities, Interests, Miscellaneous

References

1. ______________________________

____

____

____

____

2. ______________________________

____

____

____

____

3. ______________________________

____

____

____

____

4. ______________________________

____

____

____

____

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date Social Security Number

Name Age Sex

Present Address

Permanent Address

Phone No. Own Home Rent

Date of Birth Height Weight Hair Color Eye Color

Married Single Widowed Divorced Separated

Number of Children Dependents Other than Wife or Children Citizen of U.S.A. Yes No

If related to anyone in out employ, state Name and Department Referred by

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

Subjects of Special Study or Research Work

What Foreign Languages do you speak fluently? Read Write

U.S. Military or Naval Service Rank Present Membership in National Guard or Reserves

Activities other than Religious (Civic, Athletic, Fraternal, etc.)

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

Continued on Back

EMPLOYMENT DESIRED

Position Date you Can Start Salary Desired

Are you employed now? If so, may we inquire of your present employer?

Ever applied to this company before? Where When

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

REFERENCES

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted

PHYSICAL RECORD

List any physical defects

Were you ever injured? If yes, give details

Have you any defects in hearing? In vision? In speech?

In case of emergency notify

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date Signature

Trainee's Evaluation of Program

Instructor ______________________ Program Title ________________________

	Excellent	Very Good	Average	Fair	Poor
1. How appropriate is this program for helping people prepare to get a job?					
2. How well do you think the activities in this program will actually help people to improve their ability to get a job?					
3. How stimulating and interesting did you find the program and materials?					
4. How well was the program and materials organized?					
5. How would you rate the balance of activities such as lecturing, demonstrating, practicing, discussions, etc.?					
6. How would you rate the overall value of the program to you personally?					
7. How would you rate the chances that you will use what you have learned in this program?					

8. In what way will you use what you have learned in this program?

9. The amount of time devoted to this program was:

_____ too short, _____ about right, or _____ too long.

10. In what way could we improve the program?

11. Additional comments (use back if necessary):

Trainee's Evaluation of Instructor

Instructor's Name______________________ Title of Program_________________________

Directions: Please answer the following questions as honestly and completely as possible. We request this information so that the instructor may receive feedback which will allow her/him to improve teaching methods. Do not put your name on this form. Thank you.

A. Rate the **instructor** on the following:

	Excellent	Very Good	Average	Fair	Poor
1. How well did the instructor introduce the class and its objectives?					
2. How well was the instructor prepared to conduct this class?					
3. How well did the instructor manage the class in terms of moving the group, getting started on time, etc.?					
4. How well did the instructor present the material in a concise and understandable manner?					
5. How well did the instructor demonstrate enthusiasm throughout the class?					
6. How well did the instructor encourage, praise, or otherwise help people to get involved?					
7. How well did he maintain a respectful and helpful manner?					
8. How well did the instructor recognize and accept feelings of group members?					
9. How well did the instructor communicate to you the freedom to express your ideas?					
10. How well did the instructor summarize and clarify major points?					
11. How well did the instructor maintain the interest of the group?					
12. What **overall** rating would you give the instructor?					

B. Point out two things you believe the instructor could work on to improve her/himself as an instructor.

C. Additional comments:

SERIES H-1

Personal Information Examples

1. **PERSONAL INFORMATION**

Date 7-11-87 Social Security Number 212-38-4614

Name Thomas Belton E. Age 18 Sex M

Present Address 5400 Stratemyer Dr. Lakeside FL

Permanent Address c/o Roberta Dillard 501 E. Robinson St. Norman, OK

Phone No. [✓ Own Home] Rent

Date of Birth Height 5'8" Weight 175 Hair Color Br Eye Color Gr

[✓ Married] Single Widowed [✓ Divorced] Separated

Number of Children None Dependents Other than Wife or Children None Citizen of U.S.A. Yes X No

If related to anyone in out employ, state Name and Department — Referred by —

2. **PERSONAL INFORMATION**

Date 8-24-87 Social Security Number 432-46-6795

Name Samuels Douglas Alvin Age 39 Sex MALE

Present Address P.O. Box 1767 DANVILLE AR

Permanent Address 120 OAKLAWN Hot Springs AR

Phone No. 495-2146 Own Home yes Rent

Date of Birth 3-4-48 Height 5'10" Weight 195 Hair Color Brown Eye Color Green

Married Single Widowed Divorced ✓ Separated

Number of Children 0 Dependents Other than Wife or Children Citizen of U.S.A. Yes ✓ No

If related to anyone in out employ state Name and Department NA Referred by ESD Hot Springs

3. **PERSONAL INFORMATION**

Date 7-11-87 Social Security Number 466-50-941

Name [illegible] John [illegible] Age 18 Sex M

Present Address P.O. Box [illegible] [illegible] OK

Permanent Address Same

Phone No. 495-568-2203 [✓ Own Home] Rent

Date of Birth July 12 1969 Height 50 Weight [illegible] Hair Color Gr Eye Color [illegible]

Married [✓ Single] Widowed Divorced Separated

Number of Children 2 Dependents Other than Wife or Children None Citizen of U.S.A. Yes ✓ No

If related to anyone in out employ state Name and Department No Referred by —

4. **PERSONAL INFORMATION**

Date 7-11-87 Social Security Number 338-97-4411
Name Nohaire Jachob John Age 40 Sex Male
Present Address 2811 Lee St. Allenville, Ar.
Permanent Address Rt. 1 Box 261 Allenville Ar
Phone No. 501-938-4440 Own Home Rent X
Date of Birth 11-26-47 AD Height 58" Weight 130 Hair Color Br Eye Color Bl
Married X Single Widowed Divorced Separated
Number of Children 7 Dependents Other than Wife or Children None Citizen of U.S.A. Yes ✓ No
If related to anyone in out employ, state Name and Department We are all the Children of God Referred by Brother John Dodd

5. **PERSONAL INFORMATION**

Date 8-24-87 Social Security Number 446-38-4411
Name Anderson Janice Kay Age 40 Sex F
Present Address Sta. A. Box 2749 Durant OK 74701
Permanent Address Rt. B Kingston OK 74701
Phone No. Home 405-920-2003 Work 918-465-2361 Own Home Rent ✓
Date of Birth Sept. 30, 1946 Height 5'7" Weight — Hair Color Br Eye Color Br
Married Single Widowed [✓ Divorced] Separated
Number of Children 1 Dependents Other than Wife or Children None Citizen of U.S.A. Yes ✓ No
If related to anyone in out employ, state Name and Department — Referred by Newspaper ad

6. **PERSONAL INFORMATION**

Date 7-11-87 Social Security Number 446-38-7331
Name Ashly Stuart (they call me Stud!) Age 15 Sex Very male!
Present Address Route 1, Box 261 Royal Ar
Permanent Address Same.
Phone No. 878-3044 [✓ Own Home] Living w/parents Rent
Date of Birth Sept 20, 1971 Height 5'9" Weight 175 Hair Color Blk. Eye Color Bl
Married No WAY Single You Bet Widowed Divorced Separated
Number of Children ??? Dependents Other than Wife or Children No Citizen of U.S.A. Yes ✓ No
If related to anyone in out employ, state Name and Department No Referred by No

7. PERSONAL INFORMATION

Date 8-27-87 Social Security Number 432-01-3598

Name Wylie Sharon Lee Age 27 Sex F

Present Address 105 Reserve Ave. Hot Springs, AR

Permanent Address 125 Rathwood Donaldson, AR

Phone No. 986-1423 Own Home Rent ✓

Date of Birth 5-12-60 Height 5'7" Weight 120 Hair Color Red Eye Color Green

Married ✓ Single Widowed Divorced Separated

Number of Children 2 Dependents Other than Wife or Children none Citizen of U.S.A. Yes ✓ No

If related to anyone in out employ, state Name and Department — Referred by placement Counselor

8. PERSONAL INFORMATION

Date 8-27-87 Social Security Number 490-26-4077

Name Williams Myron Doyle Age 21 Sex MALE

Present Address 227 ELM STREET BENTON, AR 72902

Permanent Address 227 ELM STREET BENTON, AR 72902

Phone No. 501-292-3849 Own Home NO Rent YES

Date of Birth 1-19-66 Height 5'10" Weight 165 Hair Color Brown Eye Color Blue

Married Single ✓ Widowed Divorced Separated

Number of Children 0 Dependents Other than Wife or Children 0 Citizen of U.S.A. Yes ✓ No

If related to anyone in out employ, state Name and Department Referred by INSTRUCTOR

9. PERSONAL INFORMATION

Date June 11 Social Security Number Don't have with me

Name Sawyers Darrell Van Age 27 Sex M

Present Address 2011 Lakeside Drive Star City, MN 30302

Permanent Address Same

Phone No. 486-582-1163 Own Home [✓ Rent]

Date of Birth Oct 1, 1960 Height 5'11" Weight 128 Hair Color B Eye Color B

Married Single Widowed [✓ Divorced] Separated

Number of Children 2 Dependents Other than Wife or Children — Citizen of U.S.A. Yes No

If related to anyone in out employ, state Name and Department — Referred by —

10. PERSONAL INFORMATION

Date 8-13-87 Social Security Number 493-49-6783
Name Spass "Bunny" Dolley Age 25 Sex Female
Present Address Apt. 11, 203 Elm St. Bonnersdale, AR 23902
Permanent Address Route 3 Box 71 Fellsville, MISS 23090
Phone No. 767-3838-Call ANYTIME Own Home [✓ Rent]
Date of Birth 8-20-61 Height 5'7' Weight 110 Hair Color Red Eye Color Blue
Married [✓ Single] Very Widowed Divorced Separated
Number of Children NONE Dependents Other than Wife or Children NONE Citizen of U.S.A. Yes ✓ No
If related to anyone in out employ, state Name and Department ✓ Referred by ✓

11. PERSONAL INFORMATION

Date 8-14-87 Social Security Number Don't have one
Name Dale Joe Bob Age 23 Sex M
Present Address HSRC 115 Reserve Hot Springs, AR 71902
Permanent Address Rt. 1 Box 261 Royal AR 71968
Phone No. 501-624-4411 Own Home Rent School
Date of Birth 3-25-64 Height 5'6" Weight 132 Hair Color Brown Eye Color Green
Married [✓ Single] Widowed Divorced Separated
Number of Children non Dependents Other than Wife or Children non Citizen of U.S.A. Yes ✓ No
If related to anyone in out employ, state Name and Department no Referred by —

12. PERSONAL INFORMATION

Date 9-3-87 Social Security Number 325-60099
Name Balled [illegible] R Age 28 Sex F
Present Address Rt [illegible] JOHNSTONE DR. MALVERN, AR
Permanent Address Same as above
Phone No. 332-2778 Own Home Rent ✓
Date of Birth 7-3-59 Height 5'6' Weight 130 Hair Color Br Eye Color Green
Married ✓ Single Widowed Divorced Separated
Number of Children 2 Dependents Other than Wife or Children Citizen of U.S.A. Yes ✓ No
If related to anyone in out employ, state Name and Department None Referred by Friend

13. PERSONAL INFORMATION

Date 8-31-87 Social Security Number 438-96-8142

Name Lowe Barbara Sue Age 28 Sex F

Present Address 127 South St. Hot Springs, AR 71902

Permanent Address Same

Phone No. 623-8942 Own Home X Rent

Date of Birth 6-3-59 Height 56" Weight 124 Hair Color Black Eye Color Green

Married X Single Widowed Divorced Separated

Number of Children 2 Dependents Other than Wife or Children None Citizen of U.S.A. [✓ Yes] No

If related to anyone in out employ, state Name and Department None Referred by Mary Snow

14. PERSONAL INFORMATION

Date 8-29-87 Social Security Number 289-45-2861

Name Doere John Age Sex

Present Address 989 3rd. Street Hot Spring AR

Permanent Address " " " " " "

Phone No. 481-6123 Own Home Rent ✓

Date of Birth 6-30-58 Height 5 9 Weight 162 Hair Color B Eye Color B

Married Single Widowed Divorced Separated Yes

Number of Children 0 Dependents Other than Wife or Children Citizen of U.S.A. [✓ Yes] No

If related to anyone in out employ, state Name and Department no Referred by Jim Brown

15. PERSONAL INFORMATION

Date 8-15-87 Social Security Number 321-60-6050

Name Doeple P. Age 21 Sex Male

Present Address 123 Mystreet Hot Springs, AR

Permanent Address

Phone No. 123-4567 Own Home NO Rent Sure

Date of Birth Height 6' Weight 168 Hair Color Green Eye Color Blue

Married No Way Single You bet Widowed Divorced Separated

Number of Children ? Dependents Other than Wife or Children NO Citizen of U.S.A. [✓ Yes] No

If related to anyone in out employ, state Name and Department NO Referred by No one

SERIES H-2

Education/Training/Skills Examples

1. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	MacRae Elementary No Little Rock, AR	6	1971	General
High School	Atkins Public Schools Atkins, AR	6	1977	Biology, Math French
College	University of Arkansas Fayetteville, AR	4	1981	Psychology - Major Acting - minor
Trade, Business or Correspondence School	N/A	N/A	N/A	N/A

Subjects of Special Study or Research Work Independent study in geography and sociology

What Foreign Languages do you speak fluently? Speak some Spanish Read Some Write NO

U.S. Military or Naval Service N/A Rank N/A Present Membership in National Guard or Reserves N/A

Activities other than Religious (Civic, Athletic, Fraternal, etc.) Travel -- enjoy people in many contexts.

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

2. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	MacRae Elementary North Little Rock, AR	6	1971	General
High School	Atkins High School Atkins, AR	6	1977	Accounting Business
College	University of Arkansas Fayetteville, AR	4	1981	Major - Business Minor - Computer
Trade, Business or Correspondence School	N/A	N/A	N/A	N/A

Subjects of Special Study or Research Work NONE

What Foreign Languages do you speak fluently? N/A Read N/A Write N/A

U.S. Military or Naval Service N/A Rank N/A Present Membership in National Guard or Reserves N/A

Activities other than Religious (Civic, Athletic, Fraternal, etc.) Softball

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

3. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	Olympia	8	1971	Required
High School		4	1975	Required
College				
Trade, Business or Correspondence School	Dack Tech School	2	1978	Secretarial Studies

Subjects of Special Study or Research Work Typing, Math, Accounting, Shorthand, English

What Foreign Languages do you speak fluently? None Read — Write —

U.S. Military or Naval Service No Rank Present Membership in National Guard or Reserves

Activities other than Religious (Civic, Athletic, Fraternal, etc.) [illegible] Sorority

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

4. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	BENTON ELEMENTARY BENTON, AR	1-8	5-28-79	Basic
High School	BENTON-WESTSIDE H.S. BENTON, AR	9-12	5-22-82	GENERAL
College				
Trade, Business or Correspondence School	Hot Springs REHAB Center Hot Springs, ARKANSAS	1	7-3-87	BUILDING MAINTENANCE PROGRAM

Subjects of Special Study or Research Work Small ENGINE REPAIR

What Foreign Languages do you speak fluently? NONE Read Write

U.S. Military or Naval Service No Rank Present Membership in National Guard or Reserves NO

Activities other than Religious (Civic, Athletic, Fraternal, etc.) HSRC STUDENT COUNCIL - Vice Pres. Softball

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

5. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	OAKLAWN BOYS SCHOOL WESTFALLS, OHIO	8 yrs. 1953 - 1961	May 1961	GENERAL
High School	Hot Springs High School Hot Springs, AR	4 yrs. 1961-1965	May 1965	GENERAL
College	HENDERSON BROWN College Orange Springs, TX	Sept 1965 - May 1969	May 1969	Psychology
Trade, Business or Correspondence School	Body + FENDER REPAIR Quapaw Vo-Tech Hot Sprgs	Aug. 79	Aug '80	Body + Fender Repair

Subjects of Special Study or Research Work NONE

What Foreign Languages do you speak fluently? German Read ✓ Write ✓

U.S. Military or Naval Service US. ARMY Rank Captain Present Membership in National Guard or Reserves NO

Activities other than Religious (Civic, Athletic, Fraternal, etc.) NONE

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

6. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	Pleasant Hill Elementary Pearcy, AR	965-1971	May 1971	General
High School	Lake Hamilton High School Pearcy, AR	1971-1977	May 1979	Business
College	Henderson State University Arkadelphia, AR	1977-1979	1979, May AA Degree	Secretarial
Trade, Business or Correspondence School	None			

Subjects of Special Study or Research Work Word Processing

What Foreign Languages do you speak fluently? None Read N/A Write N/A

U.S. Military or Naval Service No Rank N/A Present Membership in National Guard or Reserves No

Activities other than Religious (Civic, Athletic, Fraternal, etc.) Jaycettes

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

7. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	Collins Elementary Little Rock, AR	6		
High School				
College				
Trade, Business or Correspondence School	Petite Jean Vo-tech Morrilton, AR	1	1979	Accounting

Subjects of Special Study or Research Work Accting 1+2 at Garland Co. Community College

What Foreign Languages do you speak fluently? None Read NO Write NO

U.S. Military or Naval Service NO Rank Present Membership in National Guard or Reserves

Activities other than Religious (Civic, Athletic, Fraternal, etc.) Hot Springs Jaycees

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

8. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School				
High School	Hector High school Hector, AR	5		
College				
Trade, Business or Correspondence School				

Subjects of Special Study or Research Work Shop

What Foreign Languages do you speak fluently? English Read yes Write yes

U.S. Military or Naval Service Rank Present Membership in National Guard or Reserves

Activities other than Religious (Civic, Athletic, Fraternal, etc.)

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

9. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	Spring Lake			
High School	Spring Lake High	6	1981	Agri, Business Science
College				
Trade, Business or Correspondence School				

Subjects of Special Study or Research Work Girl WATCHING

What Foreign Languages do you speak fluently? Universal Language of Love Write

U.S. Military or Naval Service NO Rank Present Membership in National Guard or Reserves

Activities other than Religious (Civic, Athletic, Fraternal, etc.) Cruising

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

10. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	Lake Hamelton Lake Hamelton, AR	6		
High School	Lake Hamelton High Lake Hamelton, AR	6	1978	Science History,
College				
Trade, Business or Correspondence School	Garland Co. College Hot Springs, AR	1	1981	Business

Subjects of Special Study or Research Work NO

What Foreign Languages do you speak fluently? NO Read Write

U.S. Military or Naval Service NO Rank Present Membership in National Guard or Reserves NO

Activities other than Religious (Civic, Athletic, Fraternal, etc.) Play on softball teem

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

11. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	Saint Johns			
High School	Cutter Morning Star	6	1976	GENERAL
College				
Trade, Business or Correspondence School	GARLAND County VO-TECH	1		

Subjects of Special Study or Research Work NONE

What Foreign Languages do you speak fluently? NONE Read Write

U.S. Military or Naval Service NO Rank Present Membership in National Guard or Reserves N/O

Activities other than Religious (Civic, Athletic, Fraternal, etc.) Photography sight seeing

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

12. EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	Dardanelle Elementary Dardanelle, AR	6		
High School	Dardanelle High School Dardanelle, AR	6	1974	Math
College	Arkansas Tech Univ. Russellville, AR	4	1978	MAJOR IN COMPUTER
Trade, Business or Correspondence School				

Subjects of Special Study or Research Work Personal computer programming through microcomputer Systems, Inc.

What Foreign Languages do you speak fluently? None Read Write

U.S. Military or Naval Service Navy Rank Present Membership in National Guard or Reserves

Activities other than Religious (Civic, Athletic, Fraternal, etc.) Tae Kwon-Do

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

SERIES H-3

Employment History Examples

1. **EMPLOYMENT DESIRED**

Position Personal attendant Date you Can Start ASAP Salary Desired 30,000

Are you employed now? yes If so, may we inquire of your present employer? yes

Ever applied to this company before? NO Where N/A When N/A

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From 7-15-85	Leonas Kiadas		Personal	Mr. Kiadas
To Present	Box 90, Amity Rd., H.S.	30,000	Aid	is terminally ill
From 4-10-79	Nathaniel Mohle			Financial
To 6-28-85	Lafayette, LA (419) 281-4086	34,500	Butler	cutback
From 9-3-74	Charles Gothard		Assist.	To accept
To 2-17-79	Baton Rouge, LA (419) 382-1061	28,700	Chef	better job
From				
To				

2. **EMPLOYMENT DESIRED**

Position Personal Assistant Date you Can Start Must give notice at present job Salary Desired negotiable

Are you employed now? yes If so, may we inquire of your present employer? yes

Ever applied to this company before? NO Where N/A When N/A

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From 8-15-87	Maid to Order 932-4532	$5.00	House	Presently
To Date	Hot Springs, AR	hr.	Keeper	employed
From 7-3-87	Bonnie Baskin 841-6107		House	temporary
To 8-10-87	Fountain Lake, AR	$450.	Sitting	job
From 4-17-87	Girl Friday 624-4010	$6.00	Temporary	company
To 6-30-87	Hot Springs, AR	hr.	Secretary	staff reduction
From 11-16-86	Jamie Bay 932-1107	$3.25	Baby	Child entered
To 3-20-87	Mountain Pine, AR	hr.	Sitter	daycare / pre-school

3. **EMPLOYMENT DESIRED**

Position Assistant　Date you Can Start Today　Salary Desired Would like to discuss

Are you employed now? NO　If so, may we inquire of your present employer? N/A

Ever applied to this company before? NO　Where N/A　When N/A

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From 3-1-86	Tom Gaines (uncle)	$4.00 Hour	Helper	To find better job
To 8-15-87	Rt. 7, Hollis, AR			
From 2-20-84	Joe Gaines	$120. wk.	Farm WORK	To work for Uncle
To 2-29-86	Rt. 7, Hollis, AR			
From				
To				
From				
To				

4. **EMPLOYMENT DESIRED**

Position Aid　Date you Can Start Immediately　Salary Desired 24,000

Are you employed now? NO　If so, may we inquire of your present employer?

Ever applied to this company before? NO　Where　When

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From May-85	Area Agency on Aging	Varied	Volunteer	Desired full-time Work
To Sept.-85	Hotsprings, AR			
From June-84	Community Connections	9,200	Escort + Aid for Elderly	I married & moved
To March-85	for the Aging, Harrison Arkansas			
From Feb-83	Saint Anthony Hosp.	8,000	Nurses Aid	Desired more Responsibility
To Jan.-84	Harrison, Arkansas			
From				
To				

5. EMPLOYMENT DESIRED

Position Executive Secretary Date you Can Start ASAP Salary Desired $18,000

Are you employed now? No If so, may we inquire of your present employer? N/A

Ever applied to this company before? No Where When

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From 7-30-86	Prence, Inc.	$12,000	Sec.	Company went bankrupt
To 7-30-87				
From 5-1-83	Krogers, Inc	10,000	Bookkeeper	Better job
To 6-1-86				
From 3-1-79	J. C. Pennys	8,500	Office Clerk	Better Offer
To 4-2-83				
From				
To				

6. EMPLOYMENT DESIRED

Position Personal Attendant Date you Can Start Within two weeks Salary Desired 20,000

Are you employed now? yes If so, may we inquire of your present employer? yes

Ever applied to this company before? No Where — When —

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From Nov 81	Saint Mary's Hospital	18,720.	EMT	Considering Career Change
To Present	Rsvl., AR 968-3400			
From Nov. 78	Saint Mary's Hospital	14,500	Nurse	Change in Position
To Nov. 81	Rsvl., AR 968-3400			
From Feb. 75	Hoshkins & Associates	10,900	Secretary	Had gained nursing degree & wished to enter medical Field
To Nov. 78	Rsvl., AR 967-1562			
From				
To				

7. **EMPLOYMENT DESIRED**

Position Secretary Date you Can Start 9-15-87 Salary Desired $1,000^{00}$ mo.

Are you employed now? No If so, may we inquire of your present employer? N/A

Ever applied to this company before? No Where N/A When N/A

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From Jan. 1981	Quick Car Sales	1,000^{00}		Went out of
To May 1987	119 "B" street, Hot Sprgs.	mo.	Secretary	Business
From Feb. 1980	Harry's Constaction Co.	850.^{00}		laid Off
To Dec. 1980	209 Wine Ave, Hot Sprgs	mo	Secretary	Business Slow
From				
To				
From				
To				

8. **EMPLOYMENT DESIRED**

Position Date you Can Start Salary Desired

Are you employed now? If so, may we inquire of your present employer?

Ever applied to this company before? Where When

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

9. **EMPLOYMENT DESIRED**

Position Date you Can Start ANYTIME Salary Desired

Are you employed now? NO If so, may we inquire of your present employer?

Ever applied to this company before? NO Where When

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From	Self employed			
To				
From				
To				
From				
To				
From				
To				

10. **EMPLOYMENT DESIRED**

Position Housekeeper Date you Can Start Now Salary Desired Open

Are you employed now? No If so, may we inquire of your present employer? N/A

Ever applied to this company before? NO Where When

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From 9-1-85	Holiday Inn	212^{00}	House-	Return
To 4-2-87	Rt. 3, Bx 71 Winsor KS 61130	week	Keeper	to School
From 8-12-85	Sparkles Cleaning Service	$150.^{00}$	House-	Better
To 8-30-85	8th & Grand, Potau OK 61913	Week	Keeper	Job
From N/A				
To				
From				
To				

11. **EMPLOYMENT DESIRED**

Position Sales
Date you Can Start Anytime
Salary Desired Lots

Are you employed now? No
If so, may we inquire of your present employer? —

Ever applied to this company before? No
Where —
When —

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From 2-1-87	[illegible] Stereo's	Not		improve
To 4-6-87	Georgetown Corney, Baton Rouge LA	Enough	Sales	Skills
From 9-1-86	Hubbards Dept. Store	3.05		Thought I
To 12-20-86	Breckenridge Shopping Ctr. L.R. AR	hr.	Clerk	would get better job
From 6-12-86 7-1-86	Speedy Car Wash	25¢	Detail	Didn't like
To		per job	Man	work
From				
To				

12. **EMPLOYMENT DESIRED**

Position
Date you Can Start Now
Salary Desired ?

Are you employed now? No
If so, may we inquire of your present employer?

Ever applied to this company before? No
Where
When

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From 8-7-86	Capeas	6.40		I thoht
To 5-30-87	114 Broade St. L.R. Ar 501-823-9138	hr.	Cook	beter job. But get hurt
From 6-11-84	On the Boarder (Resturant) Jonesborrow, Ar.	5.80		
To 7-30-86	501-321-6711	hr.	Cook	beter job
From				
To				
From				
To				

13. EMPLOYMENT DESIRED

Position Date you Can Start Salary Desired

Are you employed now? If so, may we inquire of your present employer?

Ever applied to this company before? Where When

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From June 86	Cockran's Eatery	200 + Tips	Waitress	Better Self
To May 87				
From 2-19-86	Western Sizzler	150.00 Week	Waitress	Better Job
To 5-86				
From				
To				
From				
To				

14. EMPLOYMENT DESIRED

Position Personal Attendent Date you Can Start Now Salary Desired Wish to discuss

Are you employed now? No If so, may we inquire of your present employer? —

Ever applied to this company before? No Where — When —

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From 11-17-85	Happy Tracks 501-416-2145	Com. only	travel agent	Company Closed
To 4-2-87	Booneville, AR			
From 11-1-84	Destinations 501-568-4320	Com only	travel agent	"
To 9-13-86	Little Rock, AR			
From N/A				
To				
From				
To				

15. **EMPLOYMENT DESIRED**

Position Date you Can Start Salary Desired

Are you employed now? If so, may we inquire of your present employer?

Ever applied to this company before? Where When

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From 86	Sears at Hot Springs	?	?	Quit
To 87				
From				
To				
From				
To				
From				
To				

16. **EMPLOYMENT DESIRED**

Position COOK Date you Can Start ANYTIME Salary Desired NEGOTIABLE

Are you employed now? NO If so, may we inquire of your present employer? N/A

Ever applied to this company before? NO Where — When —

FORMER EMPLOYERS (List below last four employers, starting with most recent.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From July 6, 1987	LA. CASA CAFE, Hot Sprgs. L.R. HWY 71903	3.00 hr.	COOKS Helper	MAIN COOKS JOB DIDN'T OPEN
To July 8, 1987	SAMS BREAKFAST BAR 413 WINANS HOT SPRGS.			
From July 1, 1987	CALLED'S MEALS 40 MAIN PLAZZA, HOPE, AR	2.00 HR + TIPS	WAITER	DIDN'T LIKE JOB
To July 5, 1987				
From Jan. 11, 1983		4.75 HR.	NIGHT CHEF	RESTAURANT CLOSED
To June 13, 1987				
From Dec. 14, 1980	JOEL RIB HOUSE	4.00 HR.	FRY COOK	Better Offer
To June 12, 1983	RT. 6, BOX 1, HOPE, AR			

SERIES H-4

Physical Record Examples

1. **PHYSICAL RECORD**

List any physical defects Hearing Impaired

Were you ever injured? No If yes, give details

Have you any defects in hearing? Yes In vision? No In speech? No

In case of emergency notify Frances Dony 1804 Mountain Dr. 732-8917

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date 9-3-87 Signature Imogene Ballew

2. **PHYSICAL RECORD**

List any physical defects Left Eye Injury

Were you ever injured? Yes If yes, give details Battery Exploded

Have you any defects in hearing? NO In vision? NO In speech? NO

In case of emergency notify Mr. or Mrs. E.J. Doe, 112 Main, Leola, Ar 501-977-3211

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date 6-7-87 Signature John Doe

3. **PHYSICAL RECORD**

List any physical defects SEIZURE DISORDER, NO SEIZURES IN 8 YEARS

Were you ever injured? NO If yes, give details NONE

Have you any defects in hearing? NO In vision? NO In speech? NO

In case of emergency notify MR. PUTO A. SEITZ 411 BROADSTONE, SALA, MS 811-611-4218

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date 6-1-87 Signature Joe. John Doe

4. PHYSICAL RECORD

List any physical defects

Were you ever injured? If yes, give details

Have you any defects in hearing? In vision? In speech?

In case of emergency notify

Name Address Phone No.

Not Applicable

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date Signature Shorty Doe

5. PHYSICAL RECORD

List any physical defects Willing to discuss

Were you ever injured? — If yes, give details —

Have you any defects in hearing? — In vision? — In speech? —

In case of emergency notify Father - L. J. Doe, 2 Evelyn Pl., Jonestown, Penn. (597) 843-4438

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date 6-7-87 Signature Joseph Doe

6. PHYSICAL RECORD

List any physical defects Left leg amputated - use prosthetic appliance well

Were you ever injured? yes If yes, give details Farm equipment accident as a child

Have you any defects in hearing? No In vision? No In speech? No

In case of emergency notify John Doe Sr., 4212 8th Street, Allen, Miss 619-438-0611

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date 6-7-87 Signature John Doe

7. **PHYSICAL RECORD**

List any physical defects HEARING LOSS

Were you ever injured? NO If yes, give details

Have you any defects in hearing? Yes In vision? NO In speech? NO

In case of emergency notify John SAMUELS 120 Oaklawn 623-9870

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date Aug. 24, 1987 Signature Douglas Samuels

8. **PHYSICAL RECORD**

List any physical defects None

Were you ever injured? No If yes, give details N/A

Have you any defects in hearing? No In vision? yes In speech? No

In case of emergency notify Thomas White 112 Pecan St., Hot Springs, AR 623-8921

Name Address Phone No.

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Date 8/31/87 Signature Barbara Love

9. **PHYSICAL RECORD**

List any physical defects Bad ears, Eyes, Migraines, Pigeon Toed, Nerve Weakness

Were you ever injured? yes If yes, give details Fell out of hospital bed & broke arm

Have you any defects in hearing? yes, both ears In vision? yes both eyes In speech? OK

In case of emergency notify Dr. Jim Bartlett 111 Hobson St., Hot Springs, AR (501) 624-0638

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date 6-7-87 Signature John Doe

10. **PHYSICAL RECORD**

List any physical defects Broken Back

Were you ever injured? Yes If yes, give details Auto Accident

Have you any defects in hearing? No In vision? No In speech? No

In case of emergency notify Joe Doe 2121 Elm Hot Springs, AR (501)765-4416

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date 6·7·87 Signature John Doe

11. **PHYSICAL RECORD**

List any physical defects Perfect in every way!!

Were you ever injured? NoWAY yes, give details NONE TO GIVE —

Have you any defects in hearing? — In vision? — In speech? —

In case of emergency notify Don't worry about emergencies with me!

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date 6-7-87 Signature Jojo Doe.

12. **PHYSICAL RECORD**

List any physical defects Haid Brokke

Were you ever injured? Yes If yes, give details " Bad "

Have you any defects in hearing? NO In vision? No In speech? No

In case of emergency notify Dont no addrezz of Mom - Farm

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date Signature

13. PHYSICAL RECORD

List any physical defects Primary degenerative dementia

Were you ever injured? No If yes, give details No

Have you any defects in hearing? No In vision? No In speech? No

In case of emergency notify Sister Maria Montrosa % St. Mary's, 8th & Oak, Lavel, MS (918) 642-1138

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date 6-7-87 Signature Jane Doe

14. PHYSICAL RECORD

List any physical defects These questions are discriminatory, and

Were you ever injured? If yes, give details I refuse to answer.

Have you any defects in hearing? In vision? In speech?

In case of emergency notify Justin Miller, 46 Hazel Str., Malvern, AR (501) 831-0061

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date 6-10-87 Signature Karen Miller

SERIES H-5

Reference Examples

1. **REFERENCES**

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Jonah Perry	143 King St.	Accountant	10
Mason Tanker	209 Pierce	Attorney	15
~~E~~ T. J. Hooks	315 Bart Lane	Self-Emp	15

2. **REFERENCES**

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Mr. Tom Freeman	HSRC, 105 Reserve, Ave	Counselor	1
Mrs. Anita Jones	Rt. 3, Benton, AR	Teacher	6
Mr. Alvin Green	P.O. Box 1329, Benton, AR	Neighbor-Mech.	3

3. **REFERENCES**

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Bee Powell.	Rt. 2 Box 110 H. Sprgs	Body Shop	12
Sam Walston	312 6th St. H. Sprgs.	Part Supply	12

4. **REFERENCES**

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Thomas Allen	200 Lacy St. Hot Sprgs.	Quick Car Sale	6
Edna Lowry	986 Acorn St. Hot Sprgs.	Harry's Constr.	2
John Palmer	883 Hawthorne, H.S.	Minister	10

5. REFERENCES

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Joe Chase	11 "B" St., Alton, Ok	Welder	6
Billy Sallo	Hot Springs Mint	Building Mg. Owner	3
Frank Johnson	Unknown	Mackinac	10

6. REFERENCES

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Amos Ramsey	713 Ash St., Little Rock	Penn Chemical	10
Todd Jamison	513 Bluff St., Camden, AR	Attorney	7
Susan Todlock	211 Ivy St., Malvern, AR	Family friend	15

7. REFERENCES

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Harold Jones	(683) Main St., N. Spring, AR 767-8526 71901	Jones Dry Cleaners	6
Martha Nobles	(223) Center Ave. Hot Sprg., AR 624-8134 71901	ABC Cleaners	8
John Wright	(103) Pine St., Hot Sprgs. AR 623-6621 71901	Wright Cleaners	10

8. REFERENCES

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Dr. Ronald Jones	1073 Central Ave. H.S.	H.S. Med. Ctr.	6
Dr. Marie Fleming	1073 Central Ave. H.S.	H.S. Med. Ctr.	4
Dr. Joseph Marion	698 Park St. L.R., AR	Baptist Med Ctr.	1

9. REFERENCES

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Dan Combs	111 C. Str. Earlton, AR	Farmer (Father)	26
Maria Combs	Same	Housewife (Mother)	26
Bill Combs	Rt. 1 Box 11, Earlton, AR	Farmer (Uncle)	26

10. REFERENCES

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Janice Anderson	Rt. 3, Royal, AR	None	1
Sally Felston	1001 11th St. H.S., AR	None	2 mo
Carolyn Smile	Apt. 3, Brooks St., Old AR	None	1 wk.

11. REFERENCES

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Michael Jones	Hot Springs	Arkla Gas Co.	7
Paul McAdams	Little Rock	Minister	2
Cheryl Jackson	Malvern	Smith Furn.	1

12. REFERENCES

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
Rev. James Dodson	1090 Palms Ave., H.S.	Minister	3 yrs.
Rev. Paul Phillips	260 Third St., Little Rock	Minister	2 yrs.
Rev. Mike Stine	9008 "C" St. Myra, OK.	Minister	6 yrs.

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